NORTH PEACE HOUSING FOUNDATION	**Job Description**	**Finance Coordinator** **Last Revised Date: September 14, 2026**

Job Summary

Reporting to the Director of Finance and Compliance, the Finance Coordinator plays a key role in supporting the Foundation's financial operations by ensuring accurate financial records, processing accounting transactions, and contributing to the effective management of financial activities.

Working closely with the Director and Administrative Support - Finance/HR, the Finance Coordinator helps ensure transactions are accurate, documentation is complete, financial data is reliable, and discrepancies are identified, investigated, escalated, and corrected in accordance with established processes.

The Finance Coordinator provides first-level review and operational coverage for finance functions while maintaining appropriate segregation of duties and escalation to the Director for approvals and higher-risk matters.

Hours of Work/Conditions

- The Finance Coordinator generally works from 8:00 a.m. to 4:30 p.m. Monday to Friday, with an unpaid half-hour meal break. Occasionally, it may be necessary to alter this schedule due to after-hours program requirements, participation and delivery.
- Travel within the NPHF region may be required, at times using a personal vehicle.

Duties and Responsibilities

- Banking and Cash Management
    - Review Electronic Funds Transfers (EFTs) and escalate discrepancies or corrections as necessary.
    - Review and process receipts, ensuring accurate posting and reconciliation.
    - Review the bill pay dashboard to support timely and accurate payments.
    - Monitor cash-related activity and escalate unusual items, errors, or control concerns to the Director of Finance and Compliance.

- Monthly Processes and Reconciliations
    - Prepare bank reconciliations for review and posting by Director of Finance and Compliance.
    - Review and process recurring journal entries for prepaid expenses, recurring allocations, and inter-property transfers.
    - Review payroll-related general ledger impacts and support payroll reconciliations after processing by Administrative Support - Finance/HR.
    - Complete monthly reconciliations of tenant power charges and report excesses to the relevant Manager for reassessment of budget amounts.
    - Prepare or support month-end close documentation, including reconciliations, supporting schedules, and required adjusting entries.
    - Escalate all observed discrepancies, unusual transactions, or unresolved reconciliation issues to the Director of Finance and Compliance.

- Tenant Financial Cycle
    - Work with Managers to ensure accurate processing of monthly rent charges.
    - Support timely and accurate processing of rent supplement payments and related financial activity.
    - Assist with Rent Geared to Income (RGI) review approvals and escalate or correct as necessary during the peak annual review cycle.
    - Monitor tenant financial data for completeness and accuracy, including changes that affect rent charges, rent supplements, and related reporting.

- Accounts Receivable, Accounts Payable, and Revenue Processing
    - Review accounts receivable balances and provide coverage for accounts receivable processing as required.
    - Support accounts payable monitoring by reviewing payment dashboards, coding concerns, supporting documentation, and unresolved discrepancies.
    - Complete laundry machine reconciliations and ensure related charges are processed correctly.
    - Investigate transaction discrepancies and coordinate with Administrative Support - Finance/HR to correct entries when required.

- Financial Reporting and Statements
  - Prepare routine financial reports and assist with financial statement preparation.
  - Assist with the preparation of provincial reporting based on actual financial results.
  - Support internal reporting requirements by ensuring financial data is accurate, current, and supported by appropriate documentation.
  - Compile information requested by the Director for variance analysis, management reporting, budget monitoring, and decision support.

- Fixed Assets and Capital Tracking
  - Create fixed asset records as assets are purchased.
  - Maintain the fixed asset register and calculate amortization at year-end.
  - Support year-end processes related to asset tracking, amortization, capital reporting, and audit documentation.
  - Provide capital tracking support to the Director for budget monitoring, capital planning, and insurance-related documentation.

- Budgeting and Forecasting Support
  - Assist with lodge budget development and related budget compilation processes.
  - Support budget tracking and provide information requested by the Director or finance team.
  - Prepare supporting schedules and financial information used in operating budgets, capital budgets, and multi-year forecasting.

- Audit, Year-End, and Compliance Support
  - Prepare journal entries and supporting schedules related to year-end activities.
  - Assist with audit preparation by gathering documentation, responding to information requests, and coordinating records with Administrative Support - Finance/HR.
  - Support the finance team during the annual audit process and escalate audit issues or missing documentation to the Director.
  - Support compliance with finance policies, funding agreement requirements, privacy obligations, and records retention processes within assigned responsibilities.

- Systems and Administrative Support
  - Provide user and operational support for our financial system.
  - Maintain organized financial records in accordance with policies and procedures.
  - Provide backup coverage for finance functions as required while maintaining segregation of duties and appropriate approvals.
  - Assist the Director with system access reviews, process improvements, and financial workflow troubleshooting.
  - Comply with all workplace policies, procedures, and regulations while fostering a positive and professional work culture.

Knowledge, Skills and Abilities

- Strong analytical and problem-solving abilities with the capacity to evaluate information and support effective decision-making.
- High level of attention to detail and commitment to producing accurate, high-quality work.
- Ability to contribute to operational planning, budget support, reporting, and process improvement.
- Demonstrates integrity and maintains strict confidentiality when handling sensitive information.
- Ability to work both independently and collaboratively within a team environment.
- Excellent written and verbal communication skills, with the ability to communicate effectively with a variety of stakeholders.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Maintains professionalism, courtesy, and a positive attitude in all interactions.
- Actively contributes to a safe, respectful, and inclusive workplace.

Qualifications

- High school diploma or equivalent.
- Post-secondary diploma/degree in business, accounting, or a related field.
- Minimum three (3) years related experience.
- Completion or progression towards a professional accounting designation is considered an asset.
- Advanced knowledge of Microsoft 365, including Excel, Word and Teams.
- Equivalencies in education and experience may be considered.

- Experience working in the non-profit sector, specifically government/social housing, would be considered an asset.
- Completion of a current and acceptable criminal record check for the vulnerable sector as required by applicable legislation is mandatory.
- A valid Class 5 driver's license and a satisfactory driver's abstract are required.
- Experience working with accounting, payroll, or property management systems would be considered an asset.

I acknowledge that I have reviewed and understand the job description for the position of Finance Coordinator. I understand that the job description may be modified from time to time according to operational needs as circumstances require. I agree to work according to the job description and as otherwise directed.

Employee Name (Print)	Employee Signature	Date Signed