North Peace Housing Foundation

The **North Peace Housing Foundation**, a management body responsible for affordable housing for seniors and modest-income families, is seeking a suitable candidate to fill the position of:

Finance Coordinator

Central Office – Peace River

Reporting to the Director of Finance and Compliance, the Finance Coordinator supports the Foundation's financial operations by maintaining accurate financial records, processing and reviewing transactions, completing reconciliations, and supporting month-end, year-end, budgeting, reporting, and audit activities. The position ensures financial transactions and records are accurate and compliant with established processes and internal controls, escalating discrepancies as required.

Key Responsibilities:

- Review and process banking transactions, EFTs, receipts, and bill payments.
- Prepare bank reconciliations, recurring journal entries, and month-end reconciliations.
- Review payroll-related general ledger impacts and support payroll reconciliations.
- Coordinate with Managers to ensure accurate processing of monthly rent charges.
- Review accounts receivable and accounts payable activities and resolve transaction discrepancies.
- Prepare financial reports and support financial statement, provincial, and management reporting.
- Maintain fixed asset records and support capital tracking, amortization, and year-end reporting processes.
- Assist with budget development, monitoring, and operating, capital, and multi-year forecasting.
- Support audit, compliance, systems administration, and finance operations by maintaining records, providing backup coverage, and assisting with process improvements and financial system support.
- Other duties as assigned.

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.
- Experience working with accounting, payroll, or property management systems would be considered an asset.
- A valid Class 5 driver's license and a satisfactory driver's abstract are required.

Position Details:

- 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.

For more information, interested individuals can visit www.nphf.ca and refer to the job description. Resumes, quoting competition number **2026-021**, can be e-mailed to employment@nphf.ca. This competition will remain open until a suitable candidate is found. We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.