



Aboriginal Housing Management Association
Celebrating 25 Years

JOB DESCRIPTION – STAFF ACCOUNTANT

Reports to: Chief Financial Officer (CFO)
January 2025

ROLE DESCRIPTION

The Staff accountant is a senior-level finance team member with a strong focus on financial reporting, financial reviews, and reconciliation. The position provides support to the CFO and Finance team by performing a range of finance and accounting functions.

Whereas members of the Operation Team are responsible for collaborating with stakeholder groups to determine budgets and to facilitate approvals, the Staff accountant is responsible for working with members of the Operations Team to conduct financial reviews of member organizations. The Financial Advisor ensures financial reviews are conducted in a competent and consistent way on an annual basis for AHMA's member organizations. Whereas members of the Operation's Team are responsible for working with stakeholder groups to determine budgets and facilitate approvals, the staff accountant serves as the liaison between the Operation's Team and the Office of the Chief Financial Officer to ensure that best practices are applied to each step of the financial review process.

DUTIES:

(1) Monitors the financial performance of Non-Profit (NP) Societies:

- Interprets Operating Agreements to develop a framework for the financial review and conducts financial reviews in accordance with the requirements of the Operating Agreement(s)
- Interprets and analyzes the Society's financial statements, including:
 - Statement of Financial Position (verifying replacement reserve funds, monitoring changes in cash position, acquisition or disposition of assets, mortgage activities and reporting of term deposits)
 - Income Statement (comparing actual versus budget including the
 - research, investigation, reconciliation, and documentation of discrepancies



- outside review guidelines.
- Verifying special payments and related expenditures)
- Notes to Financial Statements (confirming that methods of reporting comply with operating agreement requirements, identifying and investigating extraordinary items
- Management Letter (noting external auditor's concerns in the financial and accounting management of the development)
- Assesses the extent to which the NP has funded its operating expenses including non-recurring maintenance, replacement reserve and Modernization & Improvement (M&I) expenses, checking that funds are being spent and accounted for in accordance with the Operating Agreements of different program types
- Monitors the NP's financial position and performance to:
 - Ensure the subsidy provided to the society is used to operate their housing development in accordance with the operating agreement
 - Determine the total amount of subsidy required to meet the needs of the housing development
 - Record development operating data for analysis and reporting to internal and external clients; and,
 - Ensure the housing provider is safeguarding the assets funded by BC Housing
- Analyzes, verifies, reconciles and makes adjustments to other financial information including controllable and non- controllable costs, annual repayable subsidy assistance loaned under the Provincial Housing Program, the collection of the repayable assistance; and spending of the accumulated operating surplus funds
- Updates and maintains a database for the tracking of the accumulated operating surplus (deficit)
- Advises the Operations Team's Portfolio Managers (PMs) of excessive accumulated operating surpluses and/or deficits.
- Compares the reported M&I and Extraordinary Expense (EE) expenditures with the Commission's records of M&I and EE payments using various tools. Investigates discrepancies; compiles an itemized list of M&I and EE, GST paid and the GST rebates the housing provider is entitled to; and collects the GST rebates through adjustments and reallocations
- Works closely with the PMs to obtain information on a substantial expenditure or about any pre- approved special expenditures (such as extraordinary expenses, special replacement reserve expenses, M&I, EE, etc.)
- Contacts housing providers, external auditors, financial institutions, or other departments/branches to obtain additional information as required.



- Prepares and issues written reports of results to housing providers, PMs, Accounting, Internal Audit and Program Planning departments. Identifies concerns and anomalies in the financial management of the housing providers
- Recommends adjustments to future budgets to the PMs according to guidelines and by using own judgment and discretion
- Confirms subsidy for NPs and external auditors and arranges payment or collection of subsidy adjustments as a result of the review process
- Advises NPs, external auditors, Commission staff on general reporting requirements and specific financial issues
- Maintains records of correspondence, reports, and analysis relating to the financial review of each development for each fiscal year.

(2) Performs Various Program Support Duties

- Verifies and updates information in various computer systems, databases and spreadsheets
- Enters the monthly breakdowns of subsidies into the subsidies paid spreadsheet
- Recommends updates for Subsidy and Budget Guide Sheets, procedures and processes
- Troubleshoots to resolve system issues
- Assists with special projects to investigate, analyze, problem-solve and report findings.
- the meeting, follows up on outstanding requests.

(3) Finance & Accounting

- Assists with financial and accounting functions
- Manage all Accounts Payable and Account receivable functions including collecting past due invoices
- Prepares monthly and quarterly financial statements including schedules, actual to budget variance analysis, and notes
- Ensures all month-end processes are completed in a timely manner and all journal entries are uploaded into the accounting system
- Maintains general ledger accurately, ensures overall financial integrity
- Assists with negotiating the annual budget with BC Housing
- Prepares annual financial year end review reports
- Processes quarterly GST refunds
- Processes quarterly WCB reports
- Assists with auditors during annual audit
- Performs other duties as may be required and/or requested by the CFO



(4) Provides support and assists the CFO with the following:

- Preparation of comprehensive and detailed implementation plans to achieve AHMA's strategic plan objectives
- Drafting strategies, proposals and project recommendations to the senior management team, CEO and ultimately the Board members for approval
- Implementing financial administration and control policies, standards, procedures, practices and systems for the organization consistent with Board and CEO approved directives, applicable legislation and GAAP
- Developing and preparing annual management plans and consolidated budgets
- Analyzing statements and cost control reports for expense or funding problems and researching significant variances with responsible staff
- Providing information and liaising with AHMA's auditors as directed
- Represents the CFO in their absence as assigned.

EDUCATION, CERTIFICATION AND EXPERIENCE:

- Post-secondary degree or diploma in Accounting, Finance, or Business Administration
- CPA candidate or designate (preferred)
- Minimum 3 years' experience in finance field and/or direct full cycle accounting
- Certification in intermediate to advanced computer skills (an asset)
- Experience working in the Aboriginal community, property management, not for profit organizations, considered an asset
- Experience with multi-company organizations and inter-company transactions an asset

Note: The employer may consider an equivalent combination of education, certification and experience.

KNOWLEDGE AND SKILLS

CORE COMPETENCIES:

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented



TECHNICAL AND JOB-SPECIFIC COMPETENCIES:

- Sound knowledge of accounting practices including a good understanding of financial statements and budget processes
- Good knowledge of BC Housing funding programs
- Advanced knowledge and proficiency in relevant databases, spreadsheet and word processing software
- Strong mathematical ability; good attention to detail and accuracy
- Good analytical, research, investigative and problem-solving abilities and demonstrate an ability to exercise good judgment
- Ability to establish and maintain relationships and build trust with internal and external stakeholders demonstrating tact, courtesy and patience and showing an ability to adjust communication style as required to skillfully probe and assess issues
- Superior oral and written communication and interpersonal skills, with solid command of English language
- Excellent organizational and time management skills, with ability to plan, multi-task, meet deadlines and adapt in a fast-paced environment with competing priorities
- Ability to work independently and as part of a team, in a fast paced, deadline oriented environment.

SALARY

The salary for this position ranges from \$75,000 to \$80,000 per year.

DIVERSITY AND INCLUSION

We are committed to fostering an inclusive and diverse work environment. Team members are expected to have gained an understanding of Indigenous cultures and communities, whether through lived experiences, being of Indigenous ancestry, or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify). All applicants are welcome to apply.