



## **About VPCH**

Incorporated in 1974, Victoria Park Community Homes is one of the oldest and largest private non-profit housing corporations in the Province of Ontario. Our portfolio that we own and manage has grown to over 3,122 apartments, townhouses, and single-family homes located across Southern Ontario.

We pride ourselves on providing outstanding service to our residents, prospective residents, service delivery partners and other stakeholders.

## **Join our Team!**

Victoria Park Community Homes is built on a strong foundation of teamwork, collaboration and entrepreneurship. It is this foundation that attracts and retains our passionate, dedicated workforce and fuels our competitive spirit and desire to be the affordable housing provider and manager of choice in the communities that we serve.

## **WE HAVE AN IMMEDIATE OPENING FOR A FULL-TIME, PERMANENT, MANAGER, CLIENT FINANCES**

### **Position Summary**

Under the direction of the CFO, this position is responsible for all the financial functions as it relates to the Victoria Park Community Homes Management Project (VPM) Clients Group assigned. As the Manager of Client Finances, you will be in a leadership role, with the responsibility to provide further direction and guidance to the Financial Analysts, while overseeing the overall financial matters of the organization.

### **What's in it for you?**

At Victoria Park Community Homes, we value you, your contributions, and your commitment. We maintain a positive and professional work environment, where every team member feels valued and a part of the VPCH family. As part of our competitive salary and compensation package, we offer a full range of benefits, including:

- Competitive salary and annual performance reviews
- Comprehensive benefits package (extended health, dental, vision)
- Employee and Family Assistance Program
- Paid Professional Training and Development & Education Reimbursement
- Regular Team Events
- DC Pension Program with up to 6% employer contribution
- Paid Vacation and Sick/Personal time

And more!



### **What will you be doing?**

As the Manager of Client Finances, you will be accountable for the following duties and responsibilities:

- Responsible for the overall financial matters for the corporations managed by VPM called Client Groups that have been assigned.
- Ensures that all required financial reports and statements for the Client Groups are prepared in an accurate and timely manner
- Reports to the Client Groups' Board of Directors as required
- Reviews tenant rents charged to lease charges and ensure Rental adjustments are recorded correctly and on a timely basis.
- Reconciles the Investment activity
- Reconciles sub-ledgers to control accounts, accounts receivable and accounts payable
- Reports on financial planning and cash flow requirements as required
- Liaises with the Service Managers regarding the Client Groups' Annual Information Returns
- Be the principal information and contact point for the external auditors during their year-end review for the Client Groups.
- Reviews invoices submitted for payment prior to cheque run to ensure compliance with the Procurement Policy
- Prepares the annual MPAC statements for submission.
- Prepares "opening balances" for new Client Groups
- Assists with the development of accounting practices and internal controls to ensure compliance with industry specific requirements.
- Assists the CFO in developing risk control procedures in order to mitigate financial exposure and non-financial risks.
- Performs other duties as assigned.

### **What you need**

- University Degree in Commerce, Business Administration or Accounting or University Degree and completion of the CPA program.
- 5 years' experience in Accounting preferably Non-Profit environment
- 2 – 3 years in a manager or supervisory role



### Special Requirements

- Must be bondable and prepared to execute the Bondability Affidavit
- Successful candidates will be subject to a current and satisfactory Police Check at their expense
- This position is open only to those legally entitled to work for any employer in Canada

### Working Conditions

- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday
- The position is based at the Head Office located at 155 Queen Street North, Hamilton, Ontario.
- Occasional travel may be required,
- On-site parking is provided (taxable benefit).
- Place of work is smoke free.

### Apply Now!

For more information on our Company, please visit our website at [www.vpch.com](http://www.vpch.com).

To apply, please *submit your resume and cover letter to [recruiter@vpch.com](mailto:recruiter@vpch.com) by **Friday, May 11<sup>th</sup>, at 4pm.***

*Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.*

*We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.*

*No phone calls or placement agencies, thank you.*