

# Manager of Accounting and Administration Kitchener Non-Profit Property Management Inc.

## **About the Organization**

Kitchener Non-Profit Property Management Inc., is an organization that provides staff and administrative support to Kitchener Housing Inc. (KHI). For 30 years, KHI has been a non-profit affordable housing provider serving the needs of the citizens of the City of Kitchener. KHI consists of 19 communities totaling more than 750 homes with a total asset value exceeding \$73m.

## **The Challenge**

Reporting to the General Manager, the Manager of Accounting and Administration is a member of the management team and is responsible for contributing to the establishment of KHI's goals, needs, planning and implementing strategies. The incumbent will provide reports, recommendations, materials and information on all aspects of the KHI portfolio for monthly and annual Board meetings, and as needed; represent the organization in legal proceedings, evictions, insurance claims and small claims; prepare monthly and consolidated year-end financial statements, returns and reports as required; preparation of the working papers for the year-end audit and work closely with external auditors; prepare, monitor and supply information to financial funders based on funding agreements, mortgage agreements and legislative requirements; co-ordinate and process all accounts payable invoices for payment and accounts receivable; prepare all building/portfolio and administrative operating budgets for financial approval; responsible for the integration of all accounting systems within the administrative division; assist in the development, design and testing for changes, improvements and upgrades to the SAP Accounting system and YARDI Property Management system; oversee KHI's administrative operations; recommend and implement strategies for growth and sound financial positioning; creation and development of Financial and Asset Accounting Reports. This position is responsible for managing 3 direct reports.

## **Qualifications**

The Manager of Accounting and Administration candidate should have a Bachelor's degree in finance or accounting, or equivalent business experience and 10+ years of progressively responsible experience in a non-profit environment (housing preferred). Preference will be given to candidates with the Chartered Professional Accounting designation. Excellent communication skills are essential, particularly in regard to presenting the results of analyses to the Board of Director's. Should have an outstanding knowledge of financial and management information systems.

## **Compensation**

\$69,663 – 87,081 (Commensurate with qualifications and experience)

We thank all candidates for their interest, however, only those selected for an interview will be contacted. For additional information on Kitchener Housing, please visit

[www.kitchenerhousinginc.ca](http://www.kitchenerhousinginc.ca).

## **How to Apply**

Your resume and letter of application should be sent directly to Lori Trumper, General Manager.

[lori.trumper@kitchener.ca](mailto:lori.trumper@kitchener.ca)

**Closing Date is Monday, October 16, 2017 – 5:00 p.m.**