



Job Posting – JPAD19-01

General Accountant

28A Albert Street, Oshawa, ON

ABOUT DURHAM REGION NON-PROFIT HOUSING CORPORATION:

Durham Region Non-Profit Housing Corporation is a social housing provider for the Region of Durham. It provides homes to tenants with low and moderate-incomes in approximately 1128 units throughout 18 residential properties. Our portfolio includes 7 high-rise and 11 low-rise townhome sites throughout the Region.

The mission of Durham Region Non-Profit Housing Corporation is to help meet the housing needs of the Region's diverse population through the provision of a practical, well-maintained and affordable housing portfolio integrated within the community. The Corporation assists with related services to support residents in their housing.

JOB DESCRIPTION:

Durham Region Non-Profit Housing Corporation is seeking a highly motivated individual for a General Accountant position. As the General Accountant, you will work as a member of the Finance Department team to provide various financial reporting, analysis and budgeting supports to the Corporation. Responsibilities of this position primarily include general accounting functions such as account reconciliations and analyses, journal entries, monthly financial report preparation; assisting with budget development, system maintenance and review; year-end account analyses, reporting and audit preparation; ad hoc financial analyses; supporting other Finance Department and administrative functions. The General Accountant is accountable directly to the Finance Manager.

CANDIDATE PROFILE:

The candidate will possess a post-secondary education in Business Administration, Accounting or Commerce, pursuing or completion of Chartered Professional Accountant designation or equivalent experience; have a minimum 3 years' experience involving monthly financial reporting, financial analysis and budgeting using various computer software applications. The candidate will have excellent organizational skills, the ability to work as part of a team, able to communicate effectively, both in writing and verbally, and the ability to prioritize workloads. Respect for confidentiality is a must as well as professional conduct and safe working practices.

Regular hours of employment are Monday to Friday 8:30 a.m. to 4:30 p.m.

As an employer, Durham Region Non-Profit Housing Corporation is committed to build an organization that reflects the diversity of our tenants and communities we serve. We encourage applications from qualified individuals who represent diverse communities.

If you require accommodation at any time throughout the application process, please let us know.

We thank all applicants; however, only those being considered will be contacted.

Please submit your resume and cover letter by 4:30 pm March 8th, 2019:

Ana Popadic, Executive Assistant

Email: drnphc@durham-housing.com Fax: 905-436-5361

Durham Region Non-Profit Housing Corporation

28A Albert Street, Oshawa, ON L1H 8SC

Please quote the job posting number with your submission; consideration will be given as applications are received

Celebrating Over 30 Years of Service
