



Job Posting

Organization: Tawaak Housing Association, Halifax Nova Scotia

Position Title: Finance Manager

Term: Full Time Position

Start Date: Immediately

Salary: To be determined, based on experience and qualifications.

Closing Date: April 15th. 2021

Note: Preference will be given to Indigenous applicants of equal qualification.

Qualified applicants should email a cover letter outlining how you meet the criteria, your resume to tawaakadmin@eastlink.ca

We thank all who apply but will only be contacting those who are moving forwarding in the application process.

Overview:

Tawaak Housing Association (Tawaak) is a private non-profit housing corporation that owns, operates and delivers socially assisted rental housing in six urban areas of Nova Scotia. The mandate of the organization is to provide suitable, adequate and affordable housing to Indigenous peoples of low to moderate income who reside in urban areas of the province, who cannot attain housing through the regular housing market. Assisted by both the Federal Government and the Government of Nova Scotia, Tawaak's portfolio consists of fifty-four properties comprising of one hundred and forty-five units. Approximately eighty-two percent of the portfolio is

located in the urban centers of Halifax and Dartmouth, while the remainder are located in Sydney, Truro, Antigonish, Liverpool and Bridgewater.

We are seeking an Accounting Manager capable of doing full cycle accounting. As the Accounting Manager you bring a career history in the accounting field, specifically in the property management arena. You will join a small office, and you will be considered as part of the leadership team.

Education/Work Experience

- Bachelor's Degree – preferably in Finance or Accounting
- Advanced Excel, Office Suite
- Property Management accounting experience
- IT Systems Implementation Experience

Essential Functions

This list is not exhaustive and may be supplemented as necessary:

- Oversee the monthly cyclical accounting responsibilities:
 - Collection and deposits of monthly rents
 - Tenant Collection and Discrepancy follow-up with tenants
 - Monthly Bank Reconciliations
 - Consolidated monthly cash flow statements
 - Budget to Actuals – Variance Analysis
 - Paying all vendors' bills
 - Payroll, and Payroll Remittance
 - HST Returns, WCB payments
 - Information Returns
 - GL and COA Account maintenance
- Manage the year-end processes including:
 - Budgeting for the next fiscal year
 - Budget to Actual annual reconciliation

- Commercial Operating Cost Reconciliations
- Engagement Review and Support
- Ad Hoc:
 - Financial modelling for opportunities
 - Multi-year Cash flow projections
 - Refinance Activities
 - Commercial Leasing Inquiries
 - Tenant and Bank Requests

Closing Date: April 22
, 2021

Salary: To be negotiated

Benefits: TBD

Mileage: Reimbursement for mileage

Hours: 37.5 hours per week

Location: Halifax Regional Municipality;

Start Date: TBD

How to Apply

Submit a resume and one-page cover letter describing relevant experience and qualifications to Tawaakadmin@eastlink.ca