

Treaty 7 Urban Indian Housing Authority

Sub Office

Lethbridge Office

234 12C Street North
Lethbridge, AB - T1H 2M7
Telephone: (403) 327-1995
Fax: (403) 327-0849

Head Office

Box 871
Standoff, AB – T0L 1Y0
Toll Free: 1-800-567-4256
E-mail: administrative@t7housing.com

Sub Office

Calgary Office

7535 Flint Rd SE
Calgary, AB – T2H 1G3
Telephone: (587) 952-0280
Fax: (587) 952-0281

EMPLOYMENT OPPORTUNITY FINANCE OFFICER

JOB DESCRIPTION:

Reporting to the *Executive Director* the Finance Officer analyzes, directs and accounts for all of the organization's financial resources and provides financial information, advice and assistance with financial reporting for all funding. The Finance Officer ensures sound financial control for the organization and ensures the integrity of all transactions and data. The Finance Officer contributes to the development of strategies, tactics, long-range forecasts and budgets and continuous improvement initiatives. The Finance Officer provides reporting to the Board on the financial status of T7UIHA as required by the Executive Director.

KEY RESPONSIBILITIES:

- Develops budgets, income statements, balance sheets, cash flow statements, variance reports, etc.
- Process bi-weekly payroll on payroll deluxe program
- Ensures maintenance & monitoring of day-to-day payroll and accounting systems.
- Preparation & issuance of T4's annually
- Knowledge in processing ROE for departing employees
- Reconciling financial accounts
- Performs tasks associated with consistent coding of documents & transactions; accounts receivable & payables, invoicing, benefits remittances and inter-division transfers
- Records & collects any liabilities caused by tenants
- Assisting with & coordinating the fiscal year end audit

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in the use of Quick Books desktop and payroll deluxe
- Strong computer skills particularly in excel, word and outlook
- Strong organizational skills & time management skills
- Excellent financial & budgeting skills
- Strong verbal and written skills
- Ability to work independently with little supervision & be team player

QUALIFICATIONS AND REQUIREMENTS

- A Management degree with an emphasis on Accounting and 5 years related experience
- Business management diploma with an emphasis on accounting and 8 years experience
- Experience in accounting, auditing, budgeting, financial planning and analysis & other financial activities as required
- Must have own vehicle and a drivers' license

DEADLINE: April 12, 2024

APPLICATION PACKAGE TO INCLUDE; COVER LETTER, RESUME, CREDENTIALS, CRIMINAL RECORD CHECK AND 3 REFERENCES.

THANK YOU TO ALL INTERESTED APPLICANTS BUT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

APPLICATION SUBMISSION TO:

Via email;
wandatf@t7housing.com

Wanda Tailfeathers
Executive Director
Treaty 7 Urban Indian Housing Authority
234 12C St. North