

## **JOB TITLE**

Financial Analyst

## **REPORTS TO**

Director of Finance

## **THE ROLE**

Delivering a consistent, high standard of service is what sets our team apart. As an industry leader in property management and development, we pride ourselves on a team that's passionate about building relationships based on respect, trust, and compassion.

Reporting to the Director, Finance, the Payroll and Financial Analyst will bring an eye for detail and customer service orientation to the essential work of processing financial transactions.

The Payroll and Financial Analyst will process the full payroll cycle as well as prepare and post accounts payable and accounts receivable transactions. This position requires extensive use of the property management software, Yardi.

## **ABOUT HORIZON HOUSING**

Making our community better. Leading the way home for Calgarians with care, compassion, and purpose. Embracing change and meaningful work. This is what's on the horizon for those who make their career with us.

We are one of Calgary's largest and fastest-growing non-profit, non-government affordable housing provider. Serving people of all ages, abilities and experiences, residents are the reason we exist. Our commitment to quality homes and great service is how we show we care.

## **THE TEAM**

Horizon's 25+ team members are passionate about supporting each other in our shared goal of delivering quality homes where people feel safe, secure, and valued.

We know great people are the driving force behind our success, which is why we provide a flexible, service-oriented workplace and will challenge you to hone your skills, broaden your professional horizons, and be accountable for making a positive impact.

## THE PERKS

With Horizon, you'll have a chance to make a real difference alongside a talented and passionate group of people.

Add to that, a flexible work environment, competitive benefits package, generous vacation and wellness days, and RRSP matching program, and you've got the right ingredients for a meaningful, rewarding career.

## KEY RESPONSIBILITIES

### Resident charges and accounts receivable

- Prepare and process monthly rent charges and adjustments
- Prepare, post and reconcile deposits

### Accounts Payable

- Provide backup support for preparing payables batches
- Prepare and process monthly accruals and other journal entries as required

### General Ledger

- Reconcile donations
- Prepare journal entries for adjustments
- Prepare monthly expenditure updates and other reports

### Additional Duties

- Act as a backup for processing semi-monthly payroll transactions in Payworks
- Assist in implementation of new versions or modules of Yardi
- Assist in preparation of financial reports for funders

## EXPERIENCE AND EDUCATION

- Post-secondary education in accounting
- Minimum three years of experience in a similar role

- Knowledge of accounting standards for non-profit organizations is an asset
- Experience with Excel is required
- Experience with Yardi considered an asset

## SKILLS

- Strong analytical skills and attention to detail
- Strong organizational skills and ability to handle multiple priorities and competing deadlines
- Strong verbal, written, and electronic communication skills
- Ability to work on a team, in a collaborative and cooperative environment
- Ability to effectively and efficiently manage limited resources
- Committed to continuous learning and improvement with a focus on high performance and goal setting
- Proven ability to deliver quality work

## WORK ENVIRONMENT

- Hours of work are 37.5 hours per week but may vary based on circumstances on an as-needed basis.

## OUR COMMITMENT TO INCLUSION

We are committed to diversity, equity, and inclusion across all aspects of our organization, including attracting new talent to our team. We ensure equal opportunity for all applicants and encourage people of all visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

## HOW TO APPLY

Please submit your cover letter and resume as one attachment by April 28, 2021 to:

[recruiting@horizonhousing.ab.ca](mailto:recruiting@horizonhousing.ab.ca).

Note: please include 'Financial Analyst' in your email subject line.

### **STAY IN TOUCH!**

Horizon Housing is happy to know you're interested in a career with us! Follow us on LinkedIn, Facebook and Twitter to get the inside scoop on what our team is up to. Please note that only those selected for an interview will be contacted.