

About us: At Capital Region Housing, HOME is our focus. We are the largest provider of social and near market housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home.

The CRH's operations are grounded in its culture of innovation and passion and its core values: *Put People First, Focus on Solutions, Work Collaboratively and Transparently, Invest, and Do What's Right.*

For more information on Capital Region Housing, please visit: <http://www.crhc.ca>

Opportunity: The Manager, Accounting will report directly to the Director, Financial Services. The Manager, Accounting will reconcile balance sheet accounts, monitor cash balances, bank statements and working capital and report material discrepancies to senior management. Furthermore, ensuring the integrity of the general ledger i.e. journal entries and review post journal batches, preparing month-end and year-end close procedures. A successful Manager, Accounting combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.

The Manager, Accounting should be able to foster trusting and dependable working relationships with the ability to both lead and work as a team. They will have extensive experience supervising staff and liaising with multiple stakeholders both internally and externally.

Additionally, responsibilities will include coordinating the various functions of the payables area and ensuring accounts payable processes are carried out in accordance with the objectives, policies and procedures of the Corporation.

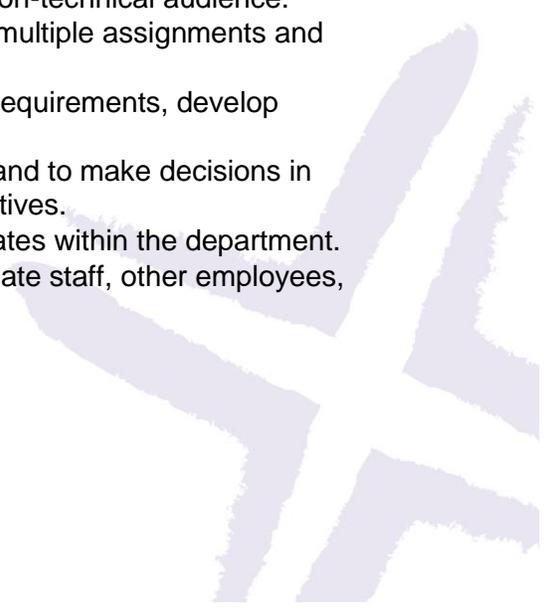
Who You Are

The ideal candidate has:

- Sound knowledge of the Yardi product suite is required.
- Sound knowledge of Generally Accepted Accounting Principles (GAAP), property management, computer operations, and maintenance principles
- Excellent verbal and written communication skills with strong attention to detail including the ability to communicate complex technical issues to a non-technical audience.
- Strong organizational skills, including the ability to handle multiple assignments and tasks while meeting deadlines.
- Strong analytical skills needed to assess needs, interpret requirements, develop workflow and resolve issues.
- Ability to work independently and as a member of a team and to make decisions in accordance with established policies, standards and objectives.
- Ability to plan, assign, and supervise the work of subordinates within the department.
- Ability to maintain effective working relations with subordinate staff, other employees, and the public.

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- Ability to create and maintain complex accounting records, prepare and analyze standardized reports.
- Ability to make informed decisions in accordance with prescribed policies and regulations.

Our Commitment to you

At *Capital Region Housing*, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in CRH over the long term. We are nurturing a unique corporate culture that sets us apart and provides:

- Extensive extended health benefits including vision, dental and prescriptions
- Defined Benefits Pension Plan (LAPP)
- Generous Training & Development
- Adequate Vacation Time

Your tangibles:

- Post-Secondary education in the accounting
- A minimum of four plus years' experience within a similar role
- Completion of an accounting designation (CMA, CA, CGA or CPA).

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements. Please enter, Manager, Accounting and the Competition #1829, in the subject line of your email thank you.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to: Human Resources and Corporate Services
 Capital Region Housing Corporation
 Email: resumes@crhc.ca

Closing Date: June 18, 2018 at 4:30 pm

Competition # 1829

