



ACCOUNTING ANALYST
NOT-FOR-PROFIT HOUSING ORGANIZATION
KITCHENER, ON | FULL TIME

Explore. Grow. Build. Support. Initiate.

Elevate your career and build stronger communities with a large non-profit housing provider in the Kitchener community.

Kitchener Housing (KHI) is a not-for-profit housing and property management agency that has served the Kitchener/Waterloo community for over thirty years. The organization takes pride in building inclusive communities via their people-centered approach. KHI has built an outstanding reputation for the innovation and quality of the housing they provide to marginalized and vulnerable populations.

The organization is committed to developing affordable housing in an environment that encourages personal and community growth.

We are partnering with KHI in search of a highly organized, hands-on accounting professional to fulfill the role of Accounting Analyst/Administrative Assistant. This is an incredible opportunity for a cause-driven candidate who is interested in growing with a leading housing organization.

The Role Overview

The Accounting Analyst coordinates day-to-day accounting functions and ensures both the accuracy and integrity of accounting department output.

The Key Focus

- Prepares all month-end entries and account reconciliations
- Provides support and analysis of accounts to management
- Ensures balances tracked in property management software (Yardi) ties into balances reported in ERP system (SAP)
- Posts and reconciles all monthly rent activity into Yardi and prepares bank deposits
- Controls all financial entries of rents, the verification of rents and control of paper documents as needed in order to comply with Provincial Legislation, Service Manager Administrative Guidelines and Audit Requirements



- Prepares legal notice of non-payment of rents, collections of rents and damages, court costs, repayment plans and liaison with the Tenant Placement Officer regarding court actions
- Provides administrative and clerical support to the General Manager
- Prepares Board minutes/agendas/notices for meetings, coordinates reports from all staff
- Other duties as assigned

Qualifications & Skillset

- A Degree in Accounting, Business or related field
- Obtained or in pursuit of CPA designation
- A minimum of 5 years' experience in an accounting or analyst capacity
- Intermediate to advanced working knowledge of Excel and ERP systems (SAP preferred)
- Experience with Property Management Software is preferred (Yardi)
- Able to balance and manage multiple priorities in a changing environment
- Strong sense of accountability and demonstrates ownership of responsibilities
- Highly organized with a capacity for understanding how information should be stored efficiently
- Knowledge of the social housing industry would be considered an asset
- Knowledge of the Residential Tenancy Act and Housing Services Act would be considered an asset

This is a once in a lifetime opportunity for a diligent accounting professional who is motivated to support a community-driven organization. Please contact Krista at krista@podgroup.ca or visit www.podgroup.ca for further information.

