



INTERNAL/EXTERNAL PERMANENT OPPORTUNITY



POSITION:	Financial Services Accountant (CUPE Local 79)	SALARY: \$30.39 - \$34.35 per hour (35 hours per week)
DIVISION:	Finance	FILE #: TCHC#09FINE80
UNIT:	Corporate Accounting	# OF POSITIONS: One (1)
LOCATION:	931 Yonge Street	

Toronto Community Housing is the largest social housing provider in Canada and the second largest in North America. It is home to about 164,000 low and moderate-income tenants in 58,500 households, including seniors, families, singles, refugees, recent immigrants to Canada and people with special needs. Our tenants come from diverse backgrounds. This diversity includes age, education, language, sexual orientation, mental and physical disability, religion, ethnicity and race as well as increasing diversity in lifestyles and values. Our portfolio includes more than 360 high-rise and low-rise apartment buildings throughout the city. We are recognized as one of Canada's top 100 Employers, as well as one of the top 75 Employers in the GTA.

POSITION SUMMARY

The Financial Services Accountant will be reporting to the Corporate Accountant and will be closely interacting with responsibility centre managers to provide a wide range of accounting services in order to support their efficient and effective performance.

RESPONSIBILITIES

- Coordinates the preparation of the month-end accruals and assist in performing month-end and year-end closings
- Prepares working papers, schedules, and statements for analysis of various balance sheet and operating accounts
- Assists in the preparation of TCHC's and its subsidiaries Financial Statements by preparing adjusting journal entries and various working papers to support the statements.
- Reviews and investigates balances of detailed reports to determine completeness and accuracy of coding and makes any necessary corrections
- Responsible for ensuring general ledger integrity and investigating general ledger problems
- Monitors compliance of financial standards, policy and procedures
- Reconciliation of inter-company and contract management accounts. Ensures all reconciling items are current and that old items are resolved
- Performs various reviews and analysis of financial transactions
- Prepares reports, highlighting data, summarizing findings and making observations
- Investigates unusual transactions and ensures that issues are resolved
- Provides control of general ledger input, processing, posting, allocations and use of proper procedures, as well as provides assistance to financial system users in these areas
- Liaises with auditors regarding general ledger transactions and reconciliations
- Responsible for maintaining the chart of accounts
- Provides technical financial/accounting advice and assistance to staff in Finance and other operating units

- Prepares monthly and year end journal entries to distribute various costs
- Transfers vast amount of data to ACCESS database, runs queries, ensures data integrity, and analyses and reconciles data with financial system
- Filing of monthly GST and PST returns to Revenue Canada and Ministry of Finance

QUALIFICATIONS

- Currently enrolled in the 4th or 5th level of CGA or its equivalent accounting designation
- 5 years of accounting, finance, auditing or related area experience
- Experience in reconciling accounts, analyzing financial transactions and preparing financial working papers
- Thorough knowledge of financial and accounting practices and procedures
- Good knowledge of integrated accounting systems with special emphasis on the general ledger
- Experience in utilizing computer software such as MS Excel (including simple Macro writing) and good working knowledge of MS Access
- Advanced knowledge of office systems and procedures with experience in identifying and analyzing problems and inefficiencies and developing efficient solutions/recommendations
- Excellent communication and interpersonal skills with the ability to liaise with all levels of staff, the public and other external stakeholders
- Excellent co-ordination and organizational skills to meet tight time lines and deal with conflicting priorities and work demands
- Ability to provide respectful service to a diverse population (age, race, language, gender, sexual orientation, culture and disability)
- Accurate, careful and detail minded is a must

Toronto Community Housing is committed to equity in employment. Our goal is a diverse, inclusive workforce that reflects the communities we serve. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities and aboriginal persons.

Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, may e-mail a request to:
human.resources@torontohousing.ca

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.

Applications must be received by **November 11, 2009** at:

Human Resources Division
Toronto Community Housing Corporation
931 Yonge Street, 4th Floor
Toronto, ON M4W 2H2
FAX #: (416) 981-4260
E-mail: human.resources@torontohousing.ca

Posting Date: October 28, 2009