



Make working for  
The City work for you.



## Coordinator, Financial Settlements

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion and anti-racism. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Calgary Housing Company (CHC) is a wholly-owned subsidiary of the City of Calgary. We are transforming to support resident success, modernize our business, and contribute to creating diverse, inclusive communities. As a Coordinator, Financial Settlements, you will be an instrumental leader and change champion to help us reach our ambitious vision to be the best – for our residents, our employees, and our city. Primary duties include:

- Develop goals and objectives that assist in the achievement of corporate/department/business unit goals.
- Provide leadership, direction and coaching to develop and motivate a high-performance team.
- Identify and implement work plans, establish priorities within the team, and provide or initiate resources required to ensure objectives are met.
- Establish and communicate clear direction through timely communication, advice, accessibility, and confident leadership.
- Ensure accounts payable and accounts receivable are settled in a timely and effective fashion.
- Manage and monitor service level agreements with the City of Calgary and other related authorities.
- Oversee accurate, timely and efficient completion of assigned accounting entries, reconciliations, working papers and monthly, quarterly and annual reporting.
- Identify, plan and implement improvements to policies, procedures, and practices that enhance functionality and promote customer and employee satisfaction, and support consistently high operational standards.
- Design, implement and maintain appropriate internal controls to prevent financial risks.

### Qualifications

- A related degree, Chartered Professional Accountant (CPA) designation and at least 4 years of relevant accounting, financial and supervisory experience.
- Experience working with municipal and provincial governments and/or the Canada Revenue Agency is preferred.
- Proficiency using Microsoft Excel and comfort navigating large sets of data using analysis tools such as pivot tables and data filters.
- External audit experience will be considered an asset.
- Experience working with vendors and strong negotiation skills will be an asset.
- The ability to prepare complex analysis under a tight timeline and to deal with ad-hoc requests.
- The ability to work independently on complex projects or tasks and take them from start to finish.
- Excellent communication skills and a strong customer focus. Ability to take initiative and meet tight deadlines while adapting to shifting priorities. Strong analytical skills and demonstrated problem solving abilities.

### Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Union: Exempt  
Position Type: Permanent  
Compensation: Level E \$83,059 – 125,413 per annum  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Calgary Housing Company  
Location: 200, 2535 3 Avenue SE  
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.  
Apply By: May 17, 2024  
Job ID #: 309843

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)