



Job Title:	Housing Program Accountant		
Job Opening Id:	41357	# Required:	1
Business Unit:	Corporate Services	Division:	Financial Mgmt. & Planning
Location:	Headquarters Campbell East	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Temporary
Salary Grade:	9	Salary Range:	\$ 30.70 - \$ 32.45
Post Date:	2025-01-24	Close Date:	2025-02-06

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, [Diversity, Equity and Inclusion - Niagara Region, Ontario](#) or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, [Working at Niagara Region - Niagara Region, Ontario](#).

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

Approximate Duration: 12 months

JOB SUMMARY

To support the financial activities associated with non-profit and co-operative housing providers under different subsidy models and various legislative and operating agreement requirements. To calculate and determine annual subsidy entitlements; analyse, interpret and reconcile housing providers' Annual Information Returns (AIR), including revenue and expenditure reporting; conduct audit/financial operational reviews and assist with fraud investigations of housing providers; expenditure reporting and accounting for the affordable housing programs; analysis of the financial administration of the various programs.

QUALIFICATIONS

EDUCATION

- Completion of a three year community college program, with a diploma in Accounting or Business Management or equivalent combination of education, training and experience.
- Actively enrolled in accounting designation program (CPA/CA, CMA, CGA).

KNOWLEDGE/EXPERIENCE

- Minimum of 3 to 4 years related experience in a Municipal, computerized accounting environment with training in accounting database applications and PC software such as ERP, YARDI, RECAP, PowerPoint, Word, Excel, Access and Outlook.
- Experience in the development of reports, graphs, tables, complex spread sheets with macros/formulas, and financial programs as well as experience in the interpretation and analysis of non-profit financial accounting and fund accounting.

SKILLS

- Knowledge of affordable housing programs, funding and related policies.
- Sound knowledge of all relevant legislation including Housing Services Act (HSA) and the Housing Provider Funding model.
- Knowledge of property management environment.
- Must possess an aptitude for accuracy and detail.
- Sound knowledge of analysis techniques.
- Sound knowledge of accounting procedures and practices.
- Excellent analytical and judgement skills.
- Excellent organizational skills and communication skills, both oral and written.
- Ability to work independently with minimal supervision.
- Ability to work in a team environment and within tight deadlines.
-

SPECIAL CONDITIONS

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.

[How to Apply](#)

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#41357** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **February 6, 2025**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.