

PLAINS HR SERVICES

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October 3, 2022

HR BULLETIN #22-62

CAREER OPPORTUNITY FINANCE MANAGER

Prince Albert Housing Authority is recruiting a Finance Manager to join their management team and who will provide leadership and management of the planning, monitoring and reporting of the Authority's financial resources and ensures SHC's financial policies are adhere to.

The Role

The Finance Manager develops, leads, and manages an annual budget of \$8.6M including the preparation and related processes, prepares quarterly forecasts, analysis, and reporting for the Authority's Board, the Finance Committee, and SHC, and prepares required monthly financial statements.

In this role, you lead and coach a team of two Accounting Technicians, oversee the full accounting cycle within JDE, supervise daily deposits, reconcile monthly statements, and supervise the preparation of monthly vendor payments and cheques. You ensure the Authority's financial plans and strategies are aligned to SHC's budget directives and coordinate local insurance claims for SHC. You manage the annual audit process, oversee payroll and benefits administration including the preparation of required payroll remittances, onboard new employees, and manage employee attendance ensuring compliance with HR policy and legislation.

In addition, you act as the Board Secretary and support the GM with preparation of board materials and transcribe confidential minutes. The Finance Manager may be required to work irregular hours and support the GM as requested with various projects, other duties, and change management initiatives.

Required Knowledge, Skills, and Abilities

- Business degree with the Chartered Professional Accounting (CPA) designation combined with five years of senior financial management experience gained from property management, or similar.
- Proficient in payroll processing, benefits administration, and knowledgeable with various provincial Acts.
- Experience using JDE or similar and are proficient in MS Office Suite (Excel, Outlook, Word).
- Has excellent communication skills and is a and change agent who can generate buy-in and agreement.
- A team play who can work independently, has excellent judgement, maintains confidentiality, and is able to effectively multi-task, prioritize, and meet deadlines.
- Leads by example and promotes a positive and professional image for the housing authority.
- Recognizes and embraces diversity and is committed to the housing values.

If interested, please email your resume in confidence to: hr.plains@housingauthoritiesk.com by October 21, 2022 quoting "Finance Manager PAHA" in the subject line.

PLEASE COPY/POST TO ALL STAFF

We thank all who apply; only those selected for interview will be contacted