



Aboriginal Housing Management Association

FINANCIAL SERVICES SPECIALIST

Job Description

Reports to: Chief Financial Officer

Updated: November 30, 2017

Located on the Xwemelch'stn (Capilano) Indian Reserve on Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in the Aboriginal Community-Based Organizations (CBOs) we serve. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the CBOs we serve.

Whereas members of the Operation's Team are responsible for working with stakeholder groups to determine budgets and to facilitate approvals, the Financial Services Specialist will be responsible for working with members of the Operations Team to conduct *financial reviews*.

By taking-on this targeted task the Financial Services Specialist will work alongside members of the Operation's Team to ensure *financial reviews* are conducted on an annual basis. Moreover, the Financial Services Specialist will act as the liaison between the Operation's Team and the Office of the Chief Financial Officer, thus ensuring that a strong, consistent communications structure is established for each step of the financial review process; thereby ensuring that consistency and best practices are applied universally throughout the organization.

Key Responsibilities (including but not limited to)

Monitors the financial performance of non-profit societies:

- Interprets Operating Agreements to develop framework for the financial review, and conducts financial reviews in accordance with the requirements of the operating agreement(s);
- Interprets and analyses the Society's financial statements, including Statement of Financial Position (verifying replacement reserve funds, monitoring changes in cash position, acquisition or disposition of assets, mortgage activities and reporting of term deposits); Income Statement (comparing actual versus budget including the research, investigation, reconciliation and documentation of discrepancies outside review guidelines; verifying special payments and related expenditures), Notes to Financial Statements (confirming that methods of reporting comply with operating agreement requirements; identifying and investigating extraordinary items; and Management Letter (noting external auditor's concerns in the financial and accounting management of the development);
- Assesses if the NP has properly funded its operating expenses (including non-recurring maintenance, replacement reserve, and M&I expenses) and funds are being spent and accounted for in accordance with the Operating Agreements of different program types;





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- Monitors the NP's financial position and performance: to ensure the subsidy provided to the society is used to operate their housing development in accordance with the operating agreement; to determine the total amount of subsidy required to meet the needs of the housing development; to record development operating data for analysis and reporting to internal and external clients; and to ensure the housing provider is safeguarding the assets funded by BC Housing;
- Analyses, verifies, reconciles and makes adjustments to other financial information including controllable and non- controllable costs, annual repayable subsidy assistance loaned under the Provincial Housing Program, the collection of the repayable assistance; and spending of the accumulated operating surplus funds;
- Updates and maintains database for the tracking of the accumulated operating surplus (deficit);
- Advises APA's of excessive accumulated operating surpluses and/or Deficits;
- Compares the reported Modernization & Improvement (M&I) and Extraordinary Expense (EE) expenditures with the Commission's records of M&I and EE payments using the various tools; investigates discrepancies; compiles an itemized list of M&I and EE, GST paid and the GST rebates the housing provider is entitled to; and collects the GST rebates through adjustments and reallocations;
- Works closely with the APA's to obtain on a substantial expenditure or information about any pre-approved special expenditures (such as extraordinary expenses, special replacement reserve expenses, M&I, EE, etc.);
- Contacts housing providers, external auditors, financial institutions or other departments/branches to obtain additional information;
- Prepares and issues written reports of results to housing providers, APA's, Accounting, Internal Audit and Program Planning departments; identifies concerns and anomalies in the financial management of the housing providers;
- Recommends adjustments to future budgets to the APA's, according to guidelines and by using own judgment and discretion;
- Confirms subsidy for Non-Profit Societies and external auditors and arranges payment or collection of subsidy adjustments as a result of the review process;
- Advises Non-Profit Societies, external auditors, Commission staff on general reporting requirements and specific financial issues;
- Maintains records of correspondence, reports, analysis relating to the financial review of each development for each fiscal year.

Performs Various Program Support Duties

- Verifies and updates information in various computer systems, databases and spreadsheets;
- Enter the monthly breakdowns of subsidies, supplied by APA's, into subsidies paid spreadsheet;
- Recommends updates for Subsidy and Budget Guide Sheets, procedures and processes;
- Troubleshoots to resolve system issues;
- Assists with special projects to investigate, analyze, problem solve and report findings.



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Accompanies and support the APA's in meetings and conversations with non-profit societies.

- Assists the APA's in determining the information required for the meeting;
- Prepares financial documents, spreadsheets and charts and reviews them with the APA's;
- During the meeting, supports the APA's in explaining subsidy and budget and financial review processes; providing information regarding budgets, subsidies, financial statements and financial performance; and discussing related issues with the Society;
- Assists the APA's in responding to enquiries of a routine accounting nature;
- After the meeting, follows up on outstanding requests.

Performs other related duties.

- Assists APA's to preform operational reviews;
- Assists APA's on NP's budget calculations as needed;
- Support operation's team when APA's on vacation or on sick leave;
- Assists CFO on accounting functions as needed.

EDUCATION, CERTIFICATION and EXPERIENCES:

- Diploma in one of: accounting, business administration, commerce, financial management or a related discipline.
- Certification in intermediate to advance computer skills (preferred).
- Minimum of three-years of experience directly related to financial affairs.
- The employer may consider an equivalent combination of education, certification and experience.

KNOWLEDGE AND SKILLS:

CORE COMPETENCIES:

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

OPERATIONAL COMPETENCIES:

- Sound knowledge of accounting practices including a good understanding of financial statements and budget processes.
- Good knowledge of BC Housing funding programs.
- Advanced knowledge and proficiency in relevant databases, spreadsheet and word processing software.
- Strong mathematical ability; good attention to detail and accuracy.



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- Good analytical, research, investigative and problem solving abilities and ability to exercise good judgment.
- Ability to establish and maintain relationships with internal and external stakeholders demonstrating tact, courtesy and patience; able to adjust communication style as required to probe and assess issues.
- Excellent oral and written communication and interpersonal skills, with solid command of English language.
- Good organizational skills and time management skills, with ability to plan, multi-task, meet deadlines and adapt in a fast-paced environment with competing priorities.
- Ability to work independently and as part of a team, in a fast paced, deadline oriented environment.

CRITICAL SUCCESS FACTOR

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Please submit a cover letter and current resume by February 1, 2018.