



THE AGENCY
FOR CO-OPERATIVE
HOUSING

L'AGENCE
DES COOPÉRATIVES
D'HABITATION

Job Posting

The Agency for Co-operative Housing

The Agency for Co-operative Housing administers the operating agreements of about 500 not-for-profit housing co-operatives in PEI, Ontario, Alberta, and British Columbia on behalf of Canada Mortgage and Housing Corporation. A non-governmental organization, the Agency is based in Ottawa with regional service centres in Toronto, Calgary, and Vancouver.

Work Location – Ottawa Support Centre

Manager, Finance **Full Time (37.5 hours per week)**

The Manager, Finance has charge of the Agency's financial planning, budgeting, accounting and financial-reporting activities. They have oversight of the Agency's enterprise risk-management program, see to it that the Agency has appropriate insurance coverage and work closely with the Director, Corporate Services to respond to any business interruptions. The Manager is a member of the Agency's Management Team and supports the Board of Directors' Finance and Audit Committee.

The preferred candidate has the following skills and qualifications:

- A professional accounting designation or a university degree in business administration
- At least five years' financial management experience in either the private or non-profit sector
- Some experience managing staff teams in an organization of comparable size
- Strong analytical skills
- Demonstrated commitment to the non-profit co-operative housing movement in Canada
- Proven proficiency in software applications in general use within the Agency
- Strong customer-service orientation
- Effective oral and written communication skills
- Ability to manage priorities successfully in a fast-paced environment
- Ability to work independently and as part of a team
- Language: French is an asset

Salary: Commensurate with experience.

The Agency for Co-operative Housing is committed to employment equity and encourages applications from all qualified candidates. Recruitment-related accommodation will be provided upon request.

If this position interests you, please send your resume in confidence to Ms. Sabine Saintilus, Human Resources, at ssaintilus@agency.coop. We will contact only the candidates we wish to interview.