Canadian Housing Acquisition Fund /
Fonds d'acquisition de logements canadiens
225 Metcalfe Street, suite 300, Ottawa, Ontario, K2P 1P9
www.acquisitionfund.ca

Job Description

Senior Accountant / Finance Manager

About the Organization

The Canadian Housing Acquisition Fund (CHAF) is an independent, non-profit organization advancing affordable housing through investments, partnerships, and innovative approaches to community ownership.

Founded by leaders from the community housing sector and supported by expertise in finance, investment, and governance, CHAF works to strengthen the non-market housing sector and expand affordable housing opportunities across Canada.

Location	Within Canada, with a strong preference for candidates based in Ontario, Quebec, or British Columbia. Remote work arrangements, with possibility of hybrid work arrangement depending on the candidate's location. Occasional national travel.
Language	English required; French considered an asset.
Reports to	Director, Finance & Controller
Employment type	Permanent, full-time
Compensation	$95,000–$115,000 per year, commensurate with experience and qualifications, plus benefits package.

About the Role

The Senior Accountant is responsible for accounting execution and technical accounting support across CHAF's finance function, including management of the QuickBooks Online (QBO) general ledger, loan and investment accounting, service provider loan-servicing reconciliations, and preparation of the schedules and financial statements that support CHAF's quarterly close and reporting.

Reporting to the Director, Finance & Controller, the Senior Accountant works within a lean finance team that includes the CFO and a standing external finance support

provider. The external provider handles routine bookkeeping, AP/AR, expenses, payroll processing support, and bank reconciliations; the Senior Accountant coordinates and reviews that work, prepares accounting schedules and reconciliations, calculates administration fees, and supports audit and funder reporting.

The Senior Accountant will work closely with the Director, the CFO, and internal teams to ensure financial transactions are recorded accurately, documentation is complete, and accounting processes are followed consistently. The role will also prepare monthly accounting controls and the formal quarterly and year-end close, audit preparation, financial reporting, and the ongoing improvement of CHAF's accounting systems and processes.

As part of a growing organization, the Senior Accountant will have an opportunity to contribute to the development of practical, efficient, and well-controlled financial processes, and will serve as the trained backup for key Director responsibilities to support business continuity. The scope of the role is expected to evolve with the successful candidate's experience and strengths, with opportunities to take on greater responsibility in areas such as budgeting, forecasting, cash management, and technical accounting. In a small team, the Senior Accountant is expected to work independently, take ownership of deliverables from start to finish, and exercise sound judgment about when to escalate.

Key Responsibilities

General Ledger, Loan & Investment Accounting

- Manage the QBO general ledger and maintain the integrity and completeness of accounting records.
- Maintain monthly accounting schedules and prepare journal entries, accruals, and adjustments, including quarterly close entries.
- Record loan advances, disbursements, principal repayments, interest, and fees, and maintain portfolio rollforwards and supporting schedules.
- Reconcile service provider loan-servicing records and portfolio cash movements to QBO and bank records monthly, and investigate differences.
- Support quarterly expected credit loss (ECL) calculations, consolidate impairment rollforwards, and record approved ECL entries, impairments, and write-offs.
- Record investment income and government contributions, and reconcile funding to QBO, bank, and portfolio records.

- Prepare and review balance sheet reconciliations, including review of bank reconciliations prepared by external finance support.
- Coordinate payroll inputs with the payroll provider, review payroll registers, and reconcile payroll accounting entries and remittances for each pay run.
- Calculate origination and assets-under-management administration fees, reconcile fees to portfolio records, post fee entries, and prepare fee and operating reserve schedules.
- Monitor daily cash and restricted account balances, prepare weekly short-term cash-flow forecasts, and support monthly treasury and liquidity reporting for review by the Director.
- Investigate and resolve discrepancies and escalate material or unusual items to the Director.

External Finance Support Coordination

- Coordinate the day-to-day work of the external finance support provider and review the completeness and timeliness of AP, AR, expense, and bookkeeping work.
- Review weekly payment batches and supporting documentation in accordance with CHAF policies and approval procedures.
- Review vendor master changes and banking information updates to support payment controls.
- Monitor aged accounts receivable and follow up on outstanding items.
- Maintain bookkeeping procedures and support the external provider's knowledge of CHAF's processes and QBO.
- Review the timely processing of employee expense claims and reimbursements.

Financial Close & Reporting Support

- Prepare the formal quarterly and year-end close, maintain the close checklist and timelines, and complete monthly reconciliations and accounting controls.
- Prepare account reconciliations, schedules, and supporting documentation for financial reporting.
- Prepare quarterly financial statements, loan portfolio reporting schedules, and inputs to the monthly financial flash for review by the Director.
- Ensure accounting records are complete and up to date and identify issues requiring follow-up.

- Support the annual budget and quarterly forecasts by preparing budget-to-actual analysis, variance explanations, supporting schedules and maintains models.
- Based on experience, take on increasing responsibility for budgeting, forecasting, and cash management analysis.
- Work closely with the CFO to provide timely financial analysis, reporting inputs, and supporting information for board, funder, and strategic decision-making.
- Maintain organized working papers and documentation supporting financial transactions and account balances.

Audit, Tax & Compliance Support

- Prepare audit PBC schedules, reconciliations, and supporting evidence for the annual financial statement audit, and coordinate auditor requests.
- Prepare quarterly unaudited statements, funding utilization, investment return, and remittance schedules supporting the Quarterly and Annual Progress Reports to the Government of Canada.
- Validate eligible expenditures and maintain compliance evidence under CHAF's contribution agreement.
- Respond to information requests from the Director, auditors, tax advisors, and other professional advisors as directed.
- Prepare GST/HST returns, if required, coordinate T4 slips with the payroll provider, maintain the tax calendar, and support other tax and statutory filings.
- Maintain financial records in accordance with applicable accounting standards, CHAF policies, and document-retention requirements.

Financial Systems & Processes

- Support QBO administration and maintain controlled data imports, exports, and adjustments.
- Maintain service provider data transfers, reconciliation files, and mapping to the QBO general ledger, and validate data quality, completeness, and traceability.
- Assist with the implementation and improvement of accounting processes, workflows, and documentation.
- Identify opportunities to improve efficiency, accuracy, and consistency in accounting operations.
- Support the Director in maintaining appropriate financial procedures and controls.
- Maintain key procedure manuals and calendars, cross-train with the Director, and serve as backup for close, financial reporting, and service provider reconciliations.

- Assist with the implementation of new financial tools and systems as CHAF grows.

Administrative & Team Support

- Maintain organized financial files and records, ensuring documentation is accessible and complete.
- Provide timely responses to accounting-related inquiries from internal teams and external parties.
- Work collaboratively with colleagues across CHAF to obtain required information and documentation.
- Contribute to financial and administrative projects as required.

Required Qualifications

- Diploma or bachelor's degree in accounting, finance, business administration, or a related field.
- **Four to six years of progressive accounting experience, or an equivalent combination of education and experience.**
- **CPA designation, or significant progress toward it, is preferred**.
- Solid knowledge of Canadian accounting standards and financial reporting, including accounting for loans, investments, and government contributions.
- Experience with general ledger accounting, reconciliations, accounts payable, accounts receivable, and journal entries.
- Experience preparing quarterly and year-end close, financial statements, and audit schedules.
- Strong attention to detail and commitment to accuracy.
- Strong organizational and time-management skills, with the ability to manage recurring deadlines and competing priorities.
- Proficiency with Microsoft Excel and other Microsoft 365 applications.
- Experience using QuickBooks Online or similar accounting software.
- Ability to identify discrepancies, investigate issues, and escalate matters appropriately.
- Strong communication and interpersonal skills.
- Ability to handle confidential financial information with discretion and professionalism.

- Proven ability to work independently with minimal supervision, take ownership of deliverables, and collaborate effectively in an evolving organizational environment.
- Versatility and willingness to work across accounting, reporting, budgeting, cash management, and compliance as priorities shift.

What the Organization Offers

- An opportunity to contribute to a growing national organization advancing affordable housing across Canada.
- A senior, hands-on accounting role within a developing financial function.
- The opportunity to work at the intersection of housing, investment, finance, and community impact.
- Exposure to a broad range of accounting and financial activities within a growing organization.
- A collaborative and entrepreneurial team environment.
- Competitive compensation and benefits.
- Flexible hybrid work arrangements and opportunities for national engagement.

To Apply

To apply, please submit a single file containing your letter of intent and resume to **careers@acquisitionfund.ca**. Applications will be reviewed on a rolling basis.

Applicants are encouraged to visit CHAF's website to learn more about the organization, its mandate, and its work. Candidates are also encouraged to familiarize themselves with the role of the Canada Rental Protection Fund and the broader housing context in which CHAF operates.

CHAF is committed to fostering an inclusive workplace and encourages applications from individuals of all backgrounds and lived experiences, including Indigenous Peoples, racialized persons, persons with disabilities, members of the 2SLGBTQIA+ community, and others who contribute to the diversity of our organization.