

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Financial Housing Specialist

Permanent, full-time position

Hourly Rate: \$42.25 - \$52.81 based on a 35-hour work week.

Reporting to the Accounting Services Manager/Deputy Treasurer, in collaboration with the Associate Director, Housing and Homelessness, the Financial Housing Specialist will support the implementation of legislative and strategic priorities of Housing Services and the Northumberland County Housing Corporation (NCHC). This position will ensure financial system integrity as well as provide the highest level of customer service possible to the County's housing services department and stakeholders.

The Financial Housing Specialist is responsible for assisting with financial planning and oversight for NCHC, and Northumberland's Housing Services department. This position is responsible for in-depth financial analysis, reconciliations, financial planning and financial viability assessments to assist the Housing Services department with their strategic objectives. Additionally, this position will, support the development of long-term capital reserve strategies, monitor banking options, and funding requirements for Housing initiatives.

Responsibilities include:

- Provide support to NCHC and Housing Services in areas such as strategic development, project management, budgeting constraints, and reporting requirements
- Complete in-depth analysis of the overall financial health of the NCHC/Community Housing through a review of funding sources, current state and opportunities for revenue generating initiatives.
- Provide financial planning advice and support to partner agencies.
- Identify potential funding options and cost-saving strategies for NCHC.
- Contribute to capital development projects by identifying funding and financing options.
- Monitor and ensure compliance for reporting requirements to ensure funding is maintained.
- Analyze housing costs, review and update viability assessments.
- Make recommendations to improve the financial position of Housing programs and services.
- Providing critical insight and data to support provincial and federal advocacy efforts to make amendments to legislation, programs and policies for Social Housing.
- Support the development of a long-term capital reserve strategy for NCHC for growth related activities.
- Understand and implement key recommendations from strategic plan documents to support the overall financial health and viability of housing generation and affordability initiatives throughout Northumberland County.
- Monitor banking options available to NCHC tenants, with an eye to cost benefit and other services that might be available to support tenant needs.
- Lead the drafting of financial housing directives and support operational reviews of all community housing providers.
- Support new service agreements with Community Housing Providers, including leading the drafting of a legislatively required five-year financial plan for each of the community housing providers, working to avoid a loss of rent-geared-to-income units.

- Liaison with Housing Services to support community housing providers and their boards to understand the fiscal state of their organization, including unfunded capital liability and management of reserve accounts.
- Prepare and give presentations to internal and external audiences, both formal and informal, including community housing providers, NCHC board of directors, County Council, funding agencies, and other external entities
- Collaborate with financial officer for NCHC and Housing Services issues and reports
- Responsible for keeping current on County/Municipal policies and procedures as related to job tasks assigned.
- Other duties as assigned.

Qualifications & skills:

- University Degree or College Diploma in Accounting, Finance, Business Administration, or a related field of study.
- Five years' work experience in related fields of accounting/finance, project management/ data management, housing support, preferably in a municipal housing environment.
- Proven financial analysis, budgeting, reconciliation and asset management skills, preferably in a municipal housing environment.
- Knowledge and understanding of and the ability to interpret complex legislation and funding information related to community and affordable housing, including legacy funding agreements.
- Ability to coach/advise/support community housing providers on financial planning and strong budget oversight.
- Chartered Professional Accountant (CPA) designation from the Chartered Professional Accountants of Canada is an asset, however, equivalent work experience will be considered.
- Excellent organizational, customer service and communication skills.
- Strong presentation and public speaking skills
- Strong computer skills including proficiency in Microsoft Office Suite and Great Plains.
- Strong ability to multi-task and meet established deadlines.
- Ability to maintain a high level of confidentiality.
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Ability to work well individually and as part of a team.
- Ability to foster effective working relationships with senior leadership team, peers, clients, and external contacts.
- Province of Ontario Class "G" driver's licence. **An acceptable driver's abstract must be submitted with your application. Applications submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory vulnerable sector check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

How to Apply:

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Tuesday, June 25, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6

Email: hr@northumberland.ca

Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.