



**Cornwall & Area Housing Corporation**  
**Société de logement de Cornwall et de la région**

1916, rue Pitt Street, # 11, Cornwall, Ontario K6J 5H3  
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## **MANAGER OF FINANCE AND ADMINISTRATION**

### **Permanent Full Time Position**

Cornwall and Area Housing Corporation is seeking an individual to fill the position of Manager of Finance and Administration. Reporting to the General Manager, the Manager of Finance and Administration is responsible for the coordination of financial and administrative services which includes all aspects of financial reporting, payroll and related human resources functions, and the coordination of operational support activities.

Specific duties include coordination of clerical and administrative support service functions including supervision and evaluation of related staff; supervision and reconciliation of accounts receivable and accounts payable functions, preparation of annual operating budgets and monthly review and monitoring of related expenditures, preparation of monthly financial and statistical reports; coordination of payroll, benefits and related human resources functions.

Candidates must possess demonstrated experience in accounting and budgeting and a thorough knowledge of accounting procedures and principles; must possess the ability to interpret complex legislation and regulations; experience in human resources management and experience with supervision and evaluation of staff; working knowledge of computerized accounting systems, database systems and Microsoft software. Experience with “Yardi Property Management” software would be an asset. Intermediate level of CGA or CMA program would be an asset. Bilingualism would be an asset.

Salary Range: \$70,312 to \$81,449

Applications will be received until **4:00 p.m. on Friday, March 8, 2019**

Forward resume and references to:

**Reference No. 2019-02**

General Manager  
Cornwall and Area Housing Corporation  
1916 Pitt Street, Unit 11  
Cornwall, Ontario  
K6J 5H3

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Cornwall and Area Housing Corporation is an equal opportunity employer