



## **CHRA Manager of Finance and Membership - Job Description (4 days a week)**

Do you want to oversee the successful functioning of a national association that is working towards the goal of ensuring safe, affordable housing for all people in Canada? Do you want to work in an office that values work-life balance, camaraderie, and making an impact? This role may be for you!

The CHRA Manager of Finance and Membership is responsible for the financial and administrative operation of CHRA, with additional responsibilities related to management of the CHRA membership.

### **Who We Are**

CHRA is a national non profit organization with a volunteer Board of Directors and a small professional staff located in downtown Ottawa. CHRA represents the interests of the social, non-profit, and affordable housing sector in Canada. Our members include housing providers, municipalities, businesses, provincial/territorial housing departments, service and support agencies and other national and provincial associations.

## **Manager of Finance and Membership - Duties and Responsibilities**

### **Financial Operations (60%)**

- Vendor liaison
- Bill processing
- Monitoring Accounts receivable
- Bank deposits
- Petty cash management
- Provide senior financial management support directly to the Executive Director.
- Monitoring and maintaining adequate internal controls, processes and procedures
- Forecasting and budgeting
- Preparation of monthly financial statements and financial forecast
- Payroll and benefits administration
- Oversee the annual audit and assume role of main contact
- Liaison with bank
- Investment management and administration
- Assist Executive Director in preparation of annual organization Budget
- Assistance with Congress sponsorship and registration reconciliation

### **Month-end Procedures**

- Payroll journal entries
- Review and Approve bank and credit card reconciliations
- Month-end journal entries & reconciliations
  - Investments and interest income
  - Accounts Receivable and AR Reconciliation
  - Accrued Accounts Receivables
  - Accrued interest receivable
  - Prepaid Expenses
  - Capital Assets



- Accounts Payable and AP reconciliation
- Accrued Liabilities
- Accrued Vacation
- Deferred Revenue
- Revenue & expense reconciliations and adjustments as needed
- Review and approval of quarterly HST return
- Recommend and implement improvements to financial operations, membership processing, etc.

#### Membership (15%)

- Maintain the CHRA membership lists
- Prepare invoices for membership renewals
- Process new member applications and prepare welcome materials for new members
- Respond to membership related inquiries
- Work with other staff in developing and implementing member retention and membership recruitment strategies.

#### Operational (10%)

- Responsible for Information Technology troubleshooting
- Liaison with building/facility administration
- Office supply maintenance
- Other operational tasks as may be defined
- Oversight of CHRA Staff Policy and procedures manual
- Assist in financial reconciliation with Annual Congress, including financial liaison with Congress sponsors

#### Possible Additional Duties (15%)

- Attend the CHRA Annual Congress and assist with Congress logistics
- Attend CHRA Board meetings and make reports as required
- Assist in the preparation of grant and funding requests

#### Desired Qualifications

- Post secondary education in finance, accounting, bookkeeping, or a similar designation
- 3-5 years experience in a similar role
- Experience with in1touch, Netsuite, and/or other accounting software
- Experience in a smaller office environment, preferably in a non-profit setting
- Bilingualism is an asset

Candidates are asked to submit a c.v. to Jeff Morrison, CHRA Executive Director, at [jmorrison@chra-achru.ca](mailto:jmorrison@chra-achru.ca) no later than Monday, March 9. Interviews will be scheduled shortly after.