



CCOC is looking for a motivated and detail-oriented Budget & Cost Analyst to support our Development department and our sister corporation, Cahdco, in its real estate development operations.

CCOC is a community-based, tenant and member directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people.

Cahdco develops affordable housing solutions in the Ottawa area. Cahdco combines the experience and resources of CCOC with a team of development, construction and project management experts.

**Are you the right fit for our team?** Our ideal candidate has at least 5 years of related work experience and strong analytic skills. The candidate will have experience will Microsoft Office Suite and the ability to manipulate large amounts of data to derive useful information for decision making by Management. Experience in affordable housing is considered an asset.

**Does this sound like you?** Apply to be our next Budget & Cost Analyst today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

**Compensation:** Starting wage between \$51,818 and \$59,220. Maximum compensation for this position is \$66,623 per year.

**Benefits:** Extended health care and paid time off.

**Application deadline:** 3:00 pm Friday, November 12, 2021

It is CCOC's goal to be an inclusive organization and we are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We, therefore, actively seek to recruit candidates who are Indigenous, Black, Persons of Colour (IBPoC), persons from the LGBTQIA2+ community, persons with disabilities and women.

Preference will be given to candidates with skills in additional languages, and candidates with personal or professional experience with marginalized communities.

Forward resume and cover letter by email to [hiring@cchohousing.org](mailto: hiring@cchohousing.org) . Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description. While we appreciate all applications, only those selected for an interview will be contacted. **If you require accommodation during the interview process, please advise us when initially contacted.**

# Budget & Cost Analyst

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**Reports To:** Director, Finance  
**Department:** Finance

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## Summary

The Budget & Cost Analyst coordinates development of annual corporate operating budgets and prepares monthly financial statements for internal use and committee reporting. The Analyst records monthly journal entries for various cost allocations and assists with cost and operational analyses.

## Responsibilities

1. Coordinates the development of annual operating budgets and prepares monthly financial statements for both internal use and committee reporting by:
  - Collaborating with staff in key operating functions (Finance, Development, Rental, Facilities Management) to assist in the collection and development of budget data, preparation of supporting schedules, and budget-related correspondence;
  - Creating, revises and updates various cost spreadsheets, provides documentation to supplement the corporation's operating and capital budget submissions;
  - Reviewing and links supporting schedules to the master budget files, and submits for timely review by the Director, Finance and CCOC management team;
  - Reviewing monthly financial statements for completeness and accuracy. Acts as liaison between Finance and other departments to close out open items, and to recommend any new account code requirements;
  - Reviewing monthly Work Order costs and prepares ad hoc analyses, as may be required;
  - Developing, prepares and maintains monthly budget variance reports in relation to operating and project budgets for managers and directors;
  - Reporting on cost and financial statements to advise standing committees on the status of various project and operating budget items, using information extracted from accounting and other systems;
  - Developing, prepares and maintains monthly financial reports and projections in relation to Cahdco for the Director, Development with specific attention to project

- performance;
  - Attending operations meetings to provide and clarify information and to assist the corporation's planning and financial management activities.
2. Reviews and posts recurring journal entries for various cost allocations and assists with cost and operation analyses by:
    - Reviewing costs and prepares monthly cost variance reports;
    - Monitoring utility costs across the corporation's properties; prepares various cost allocation worksheets at sites where the consumption is managed by consolidated accounts;
    - Assisting the Director, Finance with data collection and business case analyses as needed;
    - Assisting in development of key performance indicators;
    - Participating in data collection and analysis for social housing compliance reports;
  3. Supports the Director, Finance and corporation in maintaining and enhancing finance business processes and accounting information systems by:
    - Co-ordinating service between end users and information system host;
    - Recommending improvements to information processing and data recording;
    - Co-ordinating between CCOC departments to improve data integration.
  4. Performs such other duties as may be assigned by the Director, Finance and/or Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

## **Knowledge and Experience**

- 3 years of post-secondary education
- 5 years of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Intermediate to advanced ability to use Microsoft Office Suite
- Strong analytic (quantitative as well as qualitative) skills; ability to manipulate large amounts of data to derive useful information.
- Advanced verbal communication in English, intermediate written communication in English.
- Ability to communicate in French is considered an asset but not required
- Knowledge of Yardi Voyager is considered an asset

## **Supervision and Decision-Making**

- Decision-making forms a large part of the performance and impacts a large part of the performance and impacts an entire function of the organization. The process is guided by broad policies and general objectives; original independent thinking and definite judgement are required
- Responsible for providing direct day-to-day coordination for standardized tasks also checks and maintains workflow. Recommends new or changed policies and procedures for approval by others
- Works under general direction, must be able to think independently to come to solutions. Methods and procedures are not well established
- Some impact if errors are made
- Occasional use of confidential information

## **Working Environment**

- Interaction with internal colleagues involves planning and coordinating the efforts of others
- Interaction with external contact requires tact and courtesy, primarily in exchanging information
- Normal office environment; periods of light physical effort are required (for example, intermittent sitting, standing or reading)
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Comfortable physical work environment
- The incumbent may be exposed to moderate stress