

Finance Generalist

Organizational Overview

PHC is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families. This means that PHC provides homes to well over 4000 residents in our community. Our housing is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quad-plexes. PHC employs approximately 42 committed and compassionate employees who provide support to the tenants.

Position Summary

The Finance Generalist plays a key role in supporting the daily financial operations of PHC by providing administrative and cross-functional support. Reporting to the Director of Corporate Services, the Finance Generalist is responsible for preparing, maintaining, and processing financial data across various platforms, assisting with budget preparation, reconciliations, financial reporting, and audit support. The Finance Generalist serves as the first point of contact for the Corporate Services team, addressing inquiries related to financial procedures, and transaction statuses.

Main Responsibilities

Finance & General Administration:

- Track and document yearly property taxes, ensuring accurate filing for audits and future reference.
- Maintain financial records in both digital and physical formats, ensuring compliance with regulatory standards.
- Oversee the ordering and inventory of office supplies, manage office equipment maintenance, and provide administrative support to the Corporate Services team, including project tracking and follow-ups.

Accounts Receivable:

- Generate and review monthly lease charge reports, ensuring accuracy and completeness.
- Work with internal teams to address discrepancies and manage outstanding balances.

- Maintain the accounts receivable system, ensuring all payment records, lease charges, and adjustments are accurately recorded.
- Monitor payment trends and report on any issues, supporting timely collections.

Accounts Payable:

- Verify and process utility bills, property tax payments, office supplies, legal fees, and other payables, ensuring correct coding to accounts.
- Investigate and resolve any discrepancies in utility charges, and coordinate with departments to address issues.
- Manage the accounts payable system, retain complete audit trails, and process reconciliations for the Corporate Commercial Card Program to ensure accurate expense allocation.

General Ledger & Reconciliations:

- Set up and manage recurring journal entries for pre-payments, amortizations, and expense allocations.
- Prepare and validate monthly journal entries, ensuring accuracy before posting. Assist with journal entries for automatic withdrawals, bank fees, and other adjustments.
- Support month-end and year-end reconciliations by reviewing account statements and preparing monthly bank reconciliations.

Required Qualifications

- 2-year Post-secondary Diploma in Finance, Accounting, Business Administration, or a related discipline. Equivalent combinations of education and experience may be considered.
 - Proven ability to manage high volumes of transactions across multiple entities or departments, while maintaining accuracy under time sensitive deadlines.
 - A minimum of 2 years' experience in an accounting, finance or administrative role.
 - High attention to detail in ensuring the accuracy of financial records, coding, and reports, with a track record of reducing errors or improving processes.
 - Experience managing relationships with vendors, suppliers, or external stakeholders to resolve invoice discrepancies, negotiate payment terms, and ensure timely payment processing.
 - Strong analytical and problem-solving abilities to identify discrepancies, evaluate financial data, and provide recommendations.
 - Valid driver's license, insurance, and access to a reliable vehicle, with the ability to travel as needed.
 - Acceptable Police and Vulnerable Sector check.
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Application Information

Classification:	Union - CUPE 504.2	Competition Number:	12-2024
Salary Range:	\$26.11 - \$29.54/hourly (2025 rates)		
Employment Status:	Permanent, Full-time - 35 hours per week		
Location:	PHC Administration Office, 526 McDonnell Street, Peterborough		

In addition to a competitive salary and a rewarding career where you can truly make a difference, PHC offers a comprehensive total rewards package designed to support employee health, well-being, and work-life balance, including:

- Generous annual paid vacation, increasing with years of service up to maximum of seven (7) weeks per year;
- Participation in the OMERS defined benefit pension plan, ensuring financial security for your future;
- Extended health and dental coverage, life insurance, and both short-term and long-term disability benefits;
- Employee Assistance Program (EAP) to support your mental and emotional well-being;
- Maternity leave top up program (93% of base salary);
- Ongoing personal and professional development opportunities for our staff through training programs and wellness initiatives;

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **12-2024** on the file as well as in the subject line, no later than **4:00 p.m.** on **Monday, December 2, 2024**, to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.