



Helping to make WHISTLER the place you call HOME  
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## **JOB DESCRIPTION**

### **DIRECTOR OF FINANCE**

#### **THE ORGANIZATION:**

The [Whistler Housing Authority \(WHA\)](#) is seeking an experienced Director of Finance to join our team. The WHA is an innovative organization created and owned by the Resort Municipality of Whistler (RMOW) to oversee the development, administration, and management of employee restricted housing in Whistler. Embracing the goal of housing at least 75% of employees locally within Whistler, the WHA continues to maintain and grow its inventory of employee restricted housing so that both long-term rental and ownership accommodations are available and affordable for local income earners and retirees within Whistler. Whistler is one of only a few resort communities in North America with an organization such as the WHA and is seen as a leader in the development, management, and operation of a robust and community entrenched affordable housing program for the local workforce.

#### **PURPOSE OF POSITION:**

Reporting directly to the WHA General Manager, the Director of Finance will provide guidance and direction to the General Manager to plan, develop, recommend and implement financial strategies, policies, systems and processes to ensure the WHA acts in accordance with its mandate, internal policies and external regulations in order to secure the financial health and sustainability of the Authority.

This position works 72 hours bi-weekly. Starting date, as soon as reasonably possible.

#### **DUTIES AND RESPONSIBILITIES:**

The Director of Finance is responsible for planning, organizing, and directing the finance-related services and activities of the WHA. This position provides advice and guidance to the WHA GM and Board of Directors regarding the effective use of financial resources and options to enhance financial and business performance and to mitigate financial risk for the Authority.

The key duties and responsibilities of the Director of Finance include:

1. Managing the day-to-day accounting processes for the WHA, including the timely and accurate processing of accounts payables, accounts receivables, monthly bank reconciliations, GST rebates, and payroll. Establishing and maintaining internal financial controls to appropriately safeguard the WHA's funds. Reviewing WHA insurance for compliance and cost-effectiveness.
2. Coordinating compliance and financial reviews and audits, serving as the primary contact with WHA auditors by providing required information and document coordination, reviewing draft and final audited financial statements, trial balances and reports, and transmitting reports to all authoritative agencies.

3. Overseeing and coordinating the preparation of monthly, quarterly, and annual financial reports and other financial reports and analyses for review by the WHA General Manager as needed, with subsequent presentation to and overview by the WHA Board of Directors and partners including the RMOW. Developing and managing financial models, programs, and reporting tools to support the organization's financial and corporate reporting requirements and assisting in making sound business decisions for the organization.
4. Preparing comprehensive, long-term cash flow and financial position forecasts for the WHA, including the associated impact of new construction projects, grant opportunities, mortgage payables and renewals across the existing housing portfolio. Working with the GM to build annual budgets and multi-year forecasts and recommending strategies to maximize business opportunities such as increasing revenues and reducing costs, and evaluating the risks associated with the strategies.
5. Cost accounting for WHA construction projects and assisting the WHA GM and Development Manager with the preparation of grant submissions in support of new housing builds. Conducting special studies, making presentations, and may participate in committee work.
6. Preparing and/or overseeing the preparation of financial and cost/benefit analyses of current and anticipated housing developments, programs and initiatives, including assessing the impact of contributing factors such as operating costs, interest rates, market trends, economic indicators, construction and land costs, etc.

## **EDUCATION AND EXPERIENCE**

Qualified candidates will have a degree in Accounting, Commerce or Business Management and have 7+ years of experience in a similar leadership role with knowledge of housing construction and operations, property/asset management, municipal government, and applicable provincial and federal regulations. A professional designation such as Chartered Accountant, Certified General Accountant, or Certified Management Accountant is an asset. An equivalent combination of education and directly related experience will be considered.

The successful candidate is a results-oriented individual with strong leadership skills and the proven ability to effectively lead through work groups and other collaborative forums. Additionally, this individual will possess strong communication skills, the ability to organize multiple projects simultaneously, work well under pressure to effectively meet deadlines and can establish and maintain effective working relationships with a variety of internal and external contacts and key stakeholders.

A competitive compensation package will be provided commensurate with the affordable housing sector, education, and experience.

## **DEADLINE:**

Qualified and interested candidates are invited to submit a detailed resume via email by **4:00pm on October 16, 2020** to the Whistler Housing Authority: [mail@whistlerhousing.ca](mailto:mail@whistlerhousing.ca)

We thank all applicants for their interest in the position, however only those candidates selected for further consideration will be contacted. The Whistler Housing Authority is committed to being an equal opportunity employer who embraces and respects diversity.