



July 15, 2025

Job Posting #: 01_2025_ADMIN

INTERNAL/EXTERNAL JOB POSTING

Nelson CARES Society – Administration

Position: Finance Administrator – Affordable Housing Program

Location: 205 Hall Street, Nelson BC

Classification: Permanent Part-Time (32 hours per week)

Benefited position upon successful completion of the probationary period

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and initiatives in advocacy, housing and support services. Through NCARES' Affordable Housing Program, NCARES operates five BC Housing-owned properties and two NCARES-owned properties that provide close to 200 rental housing units to families, individuals with diverse abilities, seniors and those at risk of homelessness.

Job Summary:

Reporting to the Finance Manager, the Financial Administrator - Affordable Housing Program will be responsible for the organization, monitoring and analysis of all financial matters relating to NCARES' BC Housing contracts and NCARES-owned properties. Working closely with the Executive Director, Affordable Housing Director and its administrative staff, this position manages, analyzes and verifies the financial data of NCARES' Affordable Housing properties.

Duties and Responsibilities:

- In collaboration with the Affordable Housing Director, maintains and provides timely comprehensive financial reports to assist in contract management, program planning and evaluation.
- Tracks, analyzes and maintains the budget of all Affordable Housing properties.
- Provides input in the annual budget process relating to NCARES' BC Housing contracts and NCARES' owned properties.
- As assigned by the Finance Manager, Affordable Housing Director and Executive Director develop budgets for funding applications.
- Organize and maintain all BC Housing contracts.
- Liaises with BC Housing contacts regarding BC Housing contract-related matters.
- As required, prepares capital projects payment claims to BC Housing and other funders.
- Maintains rent rolls.
- Tracks the triple net amounts for NCARES-owned properties' commercial leases.
- Looks after Affordable Housing-related accounts payables and receivables.
- Assists the Finance Manager in providing explanations and supporting documents during the year-end annual audit.
- Maintains current knowledge and understanding of BC Housing policy and procedures.

Performs other related duties assigned by the Finance Manager, including assisting with special assignments.

Full job description available upon request.

Qualifications:

- Minimum post-secondary office administration/bookkeeping certificate and 3 to 5 years of relevant experience.
- Extensive experience with QuickBooks.
- Advanced knowledge of Excel, proficiency in other MS Office programs and experience in the use of databases.
- Experience in the non-profit housing sector, preferably experience working with BC Housing.

Job Skills and Abilities:

- Strong analytical and problem-solving skills.
- Excellent time management skills and ability to work under pressure.
- Ability to exercise attention to detail and proficiency with figures.
- Ability to learn a variety of data systems and applications.
- Superior verbal and written communication skills.
- Superior organizational and analytical skills.
- Ability to work independently and as a member of a team.
- Ability to manage wide range of requests and interruptions throughout the day.

Employment Requirements *(to be completed upon hiring):*

- Satisfactory Criminal Record Check
- WHMIS 2015 (NCARES in-house training course)
- Bullying and Harassment in the Workplace (NCARES in-house training course)

Compensation : **\$33.75 per hour (JES Wage Grid #14)**

Start Date : **September 15, 2025**

Application Deadline : **On or before 4 pm August 15, 2025**

Please e-mail a cover letter, resume, and e-mail addresses for three professional references to:

*Attention: Finance Manager
e-mail: financeadmin@nelsoncares.ca*

*Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. **All external applicants will only be contacted if short-listed for an interview.***