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## NOTICE OF PERMANENT POSITION: GENERAL ACCOUNTANT

The Co-operative Housing Federation of Canada is recruiting for a full time (35 hours per week), indefinite position of General Accountant starting as soon as possible. This new position will be based at our Ottawa office and will follow a hybrid work model (2 days/week in the office, with additional days as needed).

The mission of the Co-operative Housing Federation of Canada (CHF Canada) is to inspire, represent and serve our members in a united co-operative housing movement. There is significant unmet demand for affordable and co-operative housing, and we want more people to experience the security, vibrancy and resiliency of co-operative living. We work with federal, provincial/territorial and municipal governments to support existing co-ops, and to develop more co-op housing, so we can continue to lead the way in creating inclusive, accessible, diverse and sustainable communities. Our movement is resourceful, passionate, and dedicated to a future with more co-operative housing.

Reporting to the Manager, Accounting and Financial Systems, the General Accountant is responsible for coordinating and executing key components of CHF Canada's day-to-day accounting operations, including accounts payable, accounts receivable, billing, disbursements, banking activities, payroll support, and financial reconciliations. The General Accountant ensures accuracy, timeliness, and compliance across assigned accounting functions in accordance with organizational policies and internal controls.

The General Accountant leads key components of the month-end close process, maintains the integrity of general ledger data, and is accountable for assigned balance sheet reconciliations and supporting schedules.

The General Accountant prepares components of financial reporting and analysis, contributes to audit readiness, and supports continuous improvement of accounting processes and systems.

The General Accountant also acts as a key finance representative for system enhancements and ERP-related initiatives, including Microsoft Dynamics 365 Business Central.

Employee benefits include employer paid premiums for Group Benefits (health, dental, life insurance, AD&D), paid personal emergency leave, pension, an annual wellness amount and a one-time hybrid allowance payment.

### What we're looking for:

- A post-secondary degree in Accounting or equivalent combination of education and experience.
- Progress toward a CPA designation is considered an asset.
- 3–5 years of relevant accounting experience in a general accounting or similar role.
- Practical experience with full-cycle accounting, including accounts payable, accounts receivable, expense processing, accruals, and bank reconciliations.

- Proficiency in accounting software. Microsoft Dynamics 365 Business Central preferred; Experience with other systems such as GP, Sage, or NetSuite is an asset.
- Experience using SharePoint and Microsoft Office 365, including advanced proficiency in Microsoft Excel and data analysis skills.
- Solid understanding of Canadian GAAP and financial reporting.
- Strong attention to detail, organization, and accuracy.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Effective oral and written communication skills.
- Strong interpersonal skills with the ability to collaborate across teams.
- Familiarity with fund accounting principles and financial controls is an asset.
- Familiarity with CRM systems such as Salesforce or Zoho is an asset.
- Experience in a not-for-profit, membership and/or housing sector organization is an asset.
- Bilingualism (English/ French) is an asset.

**CHF Canada is committed to building and retaining a diverse, equitable, and inclusive working environment. In selecting candidates for this position, additional weight may be given to recognize diverse backgrounds and experiences, especially from underrepresented groups among CHF Canada's current staff. CHF Canada invites candidates to self-identify relevant experiences or background information that supports this organizational objective.**

**We may use generative AI tools to assist in the initial sorting of applications and creation of recruitment materials to improve administrative efficiency, but we value human connection. A human being will review your application.**

### **How to Apply:**

Please submit your resume and cover letter in **one PDF** file to [talent@chfcanda.coop](mailto:talent@chfcanda.coop) with the subject line: **CHF Canada – General Accountant**. Please ensure that your skills and experience, as it relates to the qualifications we are looking for, are clearly outlined in the resume and cover letter, including those identified as assets.

**Salary:** \$74,428-78,964/ year hiring range

**Application Deadline:** 5:00 p.m. EDT, July 2, 2026

*Co-operative Housing Federation (CHF) of Canada thanks all applicants, however, only those selected for an interview will be contacted. CHF is a respectful, caring, and inclusive workplace. CHF Canada is an equal opportunity employer and committed to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who may contribute to the further diversification of ideas. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.*

*CHF Canada is proud to have been recognized for the sixth year  
in a row as one of the [National Capital Region Top Employers](#)*

<https://reviews.canadastop100.com/top-employer-co-operative-housing-federation-of-canada>

