

ASSISTANT CONTROLLER

Location: Main Office, 8210 Yellowhead Trail NW, Edmonton, AB T5B 1G5

Full-time Permanent: Monday – Friday

Applications will remain open until a suitable candidate is selected.

Habitat Edmonton is a registered charity that brings communities together to help families, couples, and individuals build homes, communities, and hope. We facilitate home construction, manage a portfolio of affordable homes, empower volunteers and homeowners, and operate a social enterprise that includes six stores.

THE ROLE

We are seeking a full-time Assistant Controller to manage the accounting and financial requirements of our mortgage portfolio and homeowner services, while providing backup support to the Controller. You will oversee monthly invoicing, homeowner account management, mortgage reconciliations, and serve as a key contributor to our month-end close process.

KEY RESPONSIBILITIES

Homeowner Services & Mortgage Management

Process monthly invoicing and homeowner payments • Manage home status calculations and mortgage account setup • Oversee accounts receivable reconciliations and adjustments • Ensure compliance with mortgage financial policies and escalate exceptions

Accounting & Financial Close

Bank and general account reconciliations • Manage month-end close process including lead sheets and departmental reports • Coordinate debt schedules and investment entries • Prepare quarterly GST filings and Restore reports • Support audit work and special financial reporting

Controller Support

Back up the Controller on month-end accruals, mortgage discounting, job costing, and internal financial statements • Provide backup for payroll processing • Support year-end audit activities

QUALIFICATIONS AND EXPERIENCE

Technical Requirements

3+ years of accounting experience • Strong intermediate Excel skills • Understanding of accounting fundamentals and sub-ledger reconciliation • Proficiency in Word and Outlook • Preference for Great Plains software experience and formal accounting training

Personal Competencies

Ability to work effectively in a fast-paced, detail-oriented environment • Strong organizational and time management skills • Excellent written and oral communication • Professional demeanor and positive attitude • Ability to work independently and collaboratively across departments

WORKING AT HABITAT EDMONTON

We value collaboration, integrity, accountability, innovation, and respect. We are committed to fostering a safe, inclusive, and supportive workplace where employees, volunteers, and community members feel welcomed and valued. You will work with staff, volunteers, trades, and community members from diverse backgrounds. Patience, professionalism, kindness, and a solutions-focused mindset are essential.

ALIGNMENT WITH HABITAT FOR HUMANITY EDMONTON VALUES

- Respect and the confident pursuit of excellence in everything we do.
- Working as One Habitat, leveraging collective experience towards common goals.
- Builds trust through every action made in integrity and with a compassionate heart.
- Passionately delivers quality experiences by taking full responsibility for our words, actions, and results.
- Serve as each other's biggest challengers and loudest supporters.
- View every decision through the lens of mission and sustainability.
- Embrace change as an opportunity to innovate and improve.
- Cultivate a safe and comfortable environment for all.

BENEFITS

- Comprehensive benefits package (health, dental, vision, life & critical illness insurance) after 3-month probation
- Short-term and long-term disability coverage
- Employer-sponsored RRSP/TFSA plan
- Employee assistance program

HOW TO APPLY

Please submit your resume, cover letter, and wage expectations to humanresources@hfh.org with subject line: Assistant Controller

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.

COMMITMENT TO DIVERSITY & INCLUSION

Habitat Edmonton embraces diversity and equitable opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, as we know that the more inclusive we are, the better our work will be. Our goal is to be a diverse workforce that at all job levels is representative of our community. This relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and other terms and conditions of employment. Habitat Edmonton ensures that all of our practices are in accordance with Alberta Human Rights Commission legislation and Alberta's Employment Standards Code.