

JOB OPPORTUNITY

POSITION:	Resident Finances Coordinator
TERM:	Permanent, Full-Time
LOCATION(s):	Main Location - 314 Booth Street (Head Office) * *might be required to work from other Cornerstone locations as operationally required
HOURS OF WORK:	Monday to Friday from 8:30 am to 4:00 pm or 9:00 am to 4:30 pm for a total of 37.50 hours per week* *Hybrid (in office: 4 days & remote: 1 day)
REPORTS TO:	Senior Director of Finance and Administration
RATE OF PAY:	\$56,000.00 per annum
START DATE:	August 12, 2026
END DATE:	N/A
POSTED FROM:	June 24, 2026
DEADLINE TO APPLY:	This posting will remain open until the position has been filled. We encourage interested candidates to apply as soon as possible, as applications will be reviewed on an ongoing basis.

Cornerstone offers emergency shelter and affordable supportive housing in four residential facilities for women experiencing homelessness, poverty, mental illness, addictions, trauma, and abuse in Ottawa. Our services are offered in an environment that promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe, affordable housing and to end homelessness. Cornerstone is a Community Ministry of the Anglican Diocese of Ottawa.

Join Our Team

The Resident Finances Coordinator is a member of the Cornerstone Finance team who takes the lead in all financial matters relating to residents in all Cornerstone locations. They manage and reconcile the rents and resident contributions, provide tenant insurance support, as well as banking administration for all Cornerstone housing communities and funds held in Trust for the residents at all locations.



What You'll Be Doing

General Administration

- Provide information and resources related to the Residential Tenancies Act and Housing Services Act.
- Tenant Insurance liaison support, including reconciliation of costs.

Financial, Rent Collection, and Resident Finances

- Manages rent and resident contributions for Cornerstone residences, including verifying rent contributions, calculating income from employment, setting up payment structure and signing of, receiving payments, recording payments, maintaining records, addressing arrears, conducting income verification process, and reporting as required.
- Ensures compliance with legislation, guidelines, policies, and procedures when handling resident financial matters.
- Maintains tenant lists for Cornerstone housing communities.
- Manages billing, accounting, and record keeping as required, including the maintenance of community programs in place to support tenants (Bus tickets, etc.).
- Manages Trust account for residents identified by the Program Managers, including maintaining resident account ledgers, receiving, recording/ reconciliation, and distributing funds.
- Provides leadership and support to staff and residents with application and funding questions.
- Build and maintain relationships with members of the community, key individuals, and other organizations regarding financial matters such as funding eligibility and needs.

Financial Reconciliation, Planning, and Support

- Monthly bank reconciliation for rental accounts.
- Provide support during external audits, including gathering lease selections, invoices, supporting documentation, and responding to audit requests.
- Budget contributions, rent, and food program calculations.
- Attending to the general administrative needs of the Finance Department, cross-training and backup support for the Accounts Payable function and File Maintenance
- Other duties related to the position as assigned.

What we need from you

Qualifications & Skills

- Post-Secondary degree in Public Administration, Business Administration or related area with an emphasis in office administrative practices.
- Knowledge and experience working with the Residential Tenancies Act and Housing Services Act.
- 2 years' experience in an administrative position.
- Knowledge of and experience in sound office practices and record Bilingualism strongly preferred.

Knowledge, Skills & Abilities

- Ability to interact in a respectful and empowering manner with Cornerstone residents;
- Understanding of the challenges of, and emotional resilience required, to work well with people experiencing homelessness, mental health challenges, addictions, trauma, abuse, and poverty.
- Excellent mathematical, tracking, and reconciliation abilities
- Excellent skills in using a variety of computer programs, especially Microsoft Office, Word, Excel, and HIFIS.
- Highly organized with proven ability to complete work in a timely fashion, to multitask, and to work within tight deadlines.
- Ability to learn and apply legislation relevant to housing management and income-assisted programs.
- Excellent oral and written communication and reading abilities.
- Good conflict resolution and negotiation skills

Core Competencies

- Mission Driven – passionate about ending homelessness.
- Resilience – remains engaged in work even when there are challenges.
- Adaptability – adjusts approach, style, or priorities to meet organizational needs.
- Collaborative – cultivates relationships with team members. Values the input of others and embraces opportunities to work together.
- Accountability – takes personal ownership and responsibility for the quality of work and timeliness of work commitments.

Job Specific Competencies

- Attention to Detail – is thorough when performing work and conscientious about attending to detail.
- Relationship Building – develops and maintains effective relationships with others; relates well to people from varied backgrounds and different situations.
- Critical Thinking – ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur.

Ready to be part of a team making a difference?

Click the "Apply Now" button to submit your application, or copy and paste the link below into your browser

<https://ca.indeed.com/job/resident-finance-coordinator-e91891b25bfdaf0f>

APPLY NOW

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. If you require any accommodation through the hiring process, please contact us at careers@cornerstonewomen.ca

Thank you for your interest in joining Cornerstone. We will contact you if your candidate profile matches our hiring needs.

Check out our website for more information <https://www.cornerstonewomen.ca>