

Job Title: Programme Accounting Coordinator

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

Posting ID: 2499 - this recruitment is for an existing vacancy

Department: Social Services

Division: Housing Services

Position Type: Full Time Regular

Work Hours: Monday to Friday, 35 hours per week: regular schedule is 8:30 am - 4:00 pm onsite/in-person; flexibility of hours may be required.

Work Location: 138 Wyndham, Guelph; the County of Wellington is an employer that provides service onsite.

Vacancies: 1

Application Deadline: 08/07/2026

BASIC FUNCTION

This position reports directly to the Housing Programme Manager and is responsible for providing programme support to rent supported applicants and tenants for the Housing Services Division.

PRINCIPAL RESPONSIBILITIES

Under the guidance of the Housing Programme Manager, the Programme Accounting Coordinator has the following duties and responsibilities:

Programme Administration Support:

Determine the correct monthly income of tenants, calculate rents and maintain accurate files as per the relevant legislation and/or locally established policies and guidelines.

In support of the County's Rent Supplement and Rent Support programmes, carry out all administrative duties required to support the landlord agreement administration, including financial and programme tracking and landlord payments.

Maintain an accurate Preauthorized Payment Plan Electronic Funds Transfer (EFT) tracking system.

Accounts Payables Administration Support:

Prepare payable reports as required using Housing (Yardi) and Financial (JDE) database systems, interfaces, other related software applications.

Process all accounts payables, general journal entries, Rent Support and Rent Supplement Landlord payments through financial database (JDE) on a biweekly & monthly basis to meet established deadlines. Prepare the rent supplement and rent support previous address reports monthly and submit to the Senior Financial Analyst.

Review and enter accounts payable invoices in both Yardi and JDE.

General Programmes Support:

Assist in the preparation of ad hoc reports as required.

Assist with set-up and training of housing specific programme databases. (i.e. Yardi)

Assist with the development and implementation of internal processes to maximize use of programme specific application database. (i.e. Yardi)

Assist in the review of office business processes (i.e. Yardi test member) to enhance more effective and efficient controls, as required.

MINIMUM QUALIFICATIONS

High school graduation, plus an additional programme of over one year and up to two years or equivalent in business administration, accounting or related field.

Over one-year related experience in business administration, accounting functions and human services.
Experience with accounting procedures and excellent mathematical skills.
Familiarity with relevant provisions of the Housing Services Act and Regulations, Residential Tenancies Act and other related legislation.
Ability to apply established methods or procedures, such as referring to legislation and guidelines to assist with completing rent calculations.
Ability to solve problems and analyze situations with complexities.
Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
Strong organizational skills with the ability to maintain accurate records.
Well-developed written and verbal communication skills.
Ability to maintain confidentiality.
Working knowledge of Microsoft Office and database software.
Knowledge of community agencies would be an asset.

Pay Range: \$58,804.20 - \$68,632.20 (2026 Union Compensation Grid)

Benefits: Long Term Disability, Life Coverage, Accidental Death and Dismemberment, Critical Illness, Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.

Pension: Ontario Municipal Employees Retirement System (OMERS); enrolment mandatory.

Medical Responsibility Time: Prorated and accrues at 0.5 days/month. Short Term Disability: 17 weeks coverage at 75% or 100% of pay, based on length of service.

Vacation: Accrues to start at three weeks/annum; increases based on length of service.

Union Dues: Payable to CUPE Local 973 at a rate of 1.964% of gross earnings.

Parking: Provided; taxable benefit provisions apply.

Mileage: If applicable, as per CRA allowances.

Visit our website at careers.wellington.ca for position details including minimum qualifications, and to apply.

The County of Wellington is committed to providing inclusive access and accommodations for disabilities throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accommodation for a disability through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.