

JOB POSTING – Accountant

Organization: Hiyám Housing
Position Status: Full-time (40 hours per week)
Primary Office Location: North Vancouver
Number of Positions: 1

Background:

Hiyam Housing is a non-profit organization created by the Squamish Nation Council with the goal of housing every Squamish people within a generation. Our focus is on providing affordable housing for low-to-moderate-income families, with priority given to Squamish Nation people.

General Purpose

Hiyám Housing Society is seeking a detail-oriented Accountant with a primary focus on Accounts Receivable (AR) and Payroll to join our growing finance team in North Vancouver, BC. Reporting to the Accounting Manager and working with the Director of Finance and Administration, you will handle day-to-day business transactions, maintain clear financial records, and ensure precise tracking of funding. Your work directly supports our mission to reduce housing barriers and bring every Squamish Nation member home within a generation.

Key Responsibilities and Duties

- Manage daily AR postings and record all invoices, cash and rent deposits, manage collections and aging reports
- Maintain and reconcile general ledger and subledger accounts like AR and Security Deposits
- Run bi-weekly payroll, post associated entries, and assist with filing quarterly and annual returns
- Assist with the preparation of financial statements and reports
- Prepare and submit tax forms and other compliance documentation
- Support month-end and year-end close process
- Help with audits and ensure accurate financial recordkeeping
- Maintain financial records in compliance with company policies and regulations
- Provide administrative support to the accounting department as needed

Requirements and Qualifications

- Bachelor's degree or diploma in accounting, finance, or a related field
- CPA designation or active pursuit of a CPA profile is highly preferred
- Minimum 3-5 years of experience in full-cycle accounting, preferably within a Canadian not-for-profit sector or Indigenous Organization
- Strong proficiency in standard accounting software and advanced MS Excel skills (VLOOKUPS, pivot tables)
- Solid understanding of Public Sector Accounting Standards, and the rent/tenant management frameworks
- Understanding of First Nations communities, particularly the Skwxwú7mesh Úxwumixw (Squamish Nation), is a significant asset
- Exceptional organizational skills, high attention to numerical detail, and excellent cross-team communication skills

Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Annual salary range range between \$68,000 - \$75,000.

Your cover letter and resume should be submitted as one document in your profile when applying for this position.

Deadline date to submit is October 30, 2026.

Please submit document to hr@hiyamhousing.com