

**MANAGER, HOUSING AND  
FINANCE OPERATIONS  
CAMBRIDGE BAY HOUSING ASSOCIATION  
CAMBRIDGE BAY, NUNAVUT  
(2 YEAR TERM WITH RENEWAL OPTION)**

The Cambridge Bay Housing Association (CBHA) has a challenging opportunity for an individual with exceptional relationship building, strong leadership, negotiation and communicational skills. Your role as the CBHA Manager includes working effectively with and reporting to the CBHA Board of Directors and will be responsible for the full accounting cycle as well as human resources, maintenance, budgeting, rents collections and administrative functions of the CBHA. Support is provided to the Manager by the Nunavut Housing Corporation (NHC) staff in the areas of Finance, Maintenance, Board relations and Programs administration.

To be selected for an interview, you should have a minimum of post-secondary education in, Business Administration and/or Accounting with 5 years of management experience, full cycle accounting and property management, including budgeting, accounts receivable and payable, payroll, cost control and interpretation of financial reports and statements. You should be motivated and be able to work with little or no supervision, some travel is required.

**Knowledge of:**

- Financial Management skills
- Property Management and/or Housing Maintenance experience
- Supervisory/Management Experience
- Computer training and experience

**Ability to:**

- Supervise Administration and Maintenance Staff and keep proper personnel records
- Interact with Tenants and other interest groups on a day to day basis
- Keep proper accounting records and reports and liaise with Audit/ Consultant staff as well as NHC District office staff monthly and prepare annual budgets with established restraints
- Ensure CBHA property and structures are maintained at an optimum level
- Provide guidance to the Board of Directors on matters such as NHC housing programs, policies, financial matters, public housing allocations and acts as Secretary to the Board during all meetings
- Speak Inuinnaqtun is considered to be an asset

**Details of this position:**

- Is a non-unionized position
- A Criminal Record Check will be required for this position
- Competitive salary of \$103,662
- Northern Travel Allowance of \$19,716
- 4 weeks of vacation to start and 1 week paid leave in lieu
- Subsidized Housing is available
- Relocation and removal assistance
- Valid Class 5 Drivers License

**Closing Date: January 4, 2019 at 5:00 PM (MST) Cambridge Bay Local Time.**

**A detailed job description for this position is available at the address below.**



**Cambridge Bay Housing Association  
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