



GENERAL MANAGER, IQUALUIT HOUSING AUTHORITY

Location: **Nunavut**

Have you ever wanted to work and live in one of Canada's northern Territories?

Nunavut Housing Corporation (NHC) oversees social and staff housing through partnerships with Local Housing Organizations (LHOs) in all Nunavut communities. Each LHO is responsible for the administration and maintenance of all social and staff housing units in their community under the terms of a Management Agreement with NHC. The General Manager reports to the Board of Directors of the Housing Authority and is responsible for the full accounting cycle as well as personnel, maintenance, budgeting, Board relations and administrative functions of the Housing Authority. The General Manager supervises the administration and maintenance staff and acts as Secretary to the Board of Directors. Support is provided to the General Manager by NHC staff in the areas of Finance, Maintenance, Board relations and Administration.

The successful candidate must possess:

- An excellent understanding of accounting practices and principles;
- Must know how to produce/process invoices, journal entries and payroll in Sage 50;
- Able to reconcile Bank, Accounts Payable and Accounts Receivable accounts;
- Experience preparing budgets, cash flow projections and setting up projects in Sage 50;
- Proven strong supervisor and human resources skills;
- The ability to work effectively with administration and maintenance staff, the Board of Directors, Nunavut Housing Corporation, tenants, suppliers and contractors to foster an atmosphere of co-operation and teamwork;
- The willingness to apply and enforce policies provided by Nunavut Housing Corporation and take positive action in collection of current rent and arrears;
- Experience in one or more of the areas of housing maintenance, social housing administration, residential tenancies, public tendering and contract administration, labour relations, and computer network administration;
- Good understanding of internal controls and willingness to follow policies in place to effect these controls;
- The ability to provide a satisfactory Criminal Records Check and will grant permission for the employer to perform a credit check.

Qualifications:

- Post-secondary education in the areas of Business Administration and/or Accounting.
- Must have hands-on full cycle accounting experience.
- An accounting designation or nearing completion of an accounting designation or equivalent would be an asset.
- Experience in management, budgeting, controlling costs, interpretation of financial statements and debt collection.
- Strong interpersonal, organizational, decision making, team-building and communication skills.
- A willingness to be a hands-on Manager in a challenging environment.
- Knowledge of the Inuit language and culture would be a benefit.

Equivalencies consisting of a combination of education, knowledge, skills and work experience will be considered.

Salary for a fully qualified candidate starts at \$102,648.00 per year, a community-specific cost of living and vacation travel allowance ranging from \$15,016 per year and enrolment in a group benefits plan. A criminal record check and credit check is required and successful candidate must be bondable.

Information about Nunavut Housing Corporation is available at www.nunavuthousing.ca.

Send resumes and cover letters, clearly indicating the resume is for the position of General Manager, to:

By email (preferred method): snyathi@gov.nu.ca

By fax: 867-897-3669

By mail: Attn: snyathi, Nunavut Housing Corp., P.O. Box 155, Cape Dorset, NU X0A 0C0

Only those applicants selected for an interview will be contacted.

Closing Date: September 30, 2019