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

The Kugluktuk Housing Association (KHA) has a challenging opportunity for an individual with exceptional relationship building, strong leadership, negotiation and communicational skills. Your role as the KHA Manager includes working effectively with and reporting to the KHA 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 KHA. 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 $22,042
- 4 weeks of vacation to start and 1 week paid leave in lieu
- Subsidized Housing is available (if out of community)
- Valid Class 5 Driver’s Licence
- Speak Inuinnaqtun is considered to be an asset
- 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
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A detailed job description for this position is available at the address below.

Kugluktuk Housing Association
CDO-Programs, Nunavut Housing Corporation
Nunavut Housing Corporation
P.O. Box 110
Cambridge Bay, Nunavut X0B 0C0
Phone: (867) 983-4268 Fax: (867) 983-2278
Email: MLozowski@gov.nu.ca

CLOSING DATE: September 29, 2019 at 5:00 PM (MST)
Kugluktuk Local Time