Local Housing Organization (LHO): Tasiurqtit Housing Association (THA)
Community: Whale Cove, Nunavut
Type of Employment: Indeterminate
Salary: $99,711-$110,328
Northern Allowance: $21,564
Other benefits: NEBS Coverage & Subsidized housing
Closing Date: Open until filled

The LHO in the community of Whale Cove has an exciting employment opportunity for the Manager, Housing and Financial Operations. As the Manager, you will report to the Board of Directors of the THA and will be responsible for the full accounting cycle as well as human resources, maintenance, budgeting, rental collection, board relations and administrative functions of the unionized LHO. Support is provided to the Manager by NHC staff in the areas of Finance, Maintenance, Board relations and Programs Administration.

The Ideal Candidate
As our ideal candidate for the role, you will have knowledge of or experience with the following:

- Financial management skills including:
  - Must know how to produce/process invoices, journal entries and payroll.
  - Able to reconcile the Bank, Accounts Payable and Accounts receivable accounts.
  - Experience cash flow projections and setting up projects.
- Property management and/or housing maintenance experience
  - Understanding of the Residential Tenancies Act is considered an asset.
- Supervisory/management experience (Minimum 3 years)
- Computer training and experience
- Experience or understanding on the process of reporting to a Board of Directors.
- 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.

Education Requirements and other information:
- Post-Secondary education in Business Administration and/or Accounting.
- A Class 5 Drivers License is required for this position.
- This is a Position of Trust and a satisfactory Criminal Record Check is required.
- Ability to speak Inuktitut and Knowledge of the Inuit language, culture, communities, land/IQ is considered an asset.
- A combination of education and experience may be considered.

Please note this is a non-unionized position.

To Apply
To submit your resume or inquire about the position, contact: Jimmy Main, District Director, NHC Kivalliq at jimmain@gov.nu.ca