



## EMPLOYMENT OPPORTUNITY

# HOUSING AND FINANCE ASSISTANT

**\*RE-POST\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Housing and Finance Assistant** to join our Administration. The Housing and Finance Assistant reports to the Director of Finance/Administration and is responsible for coordinating preventative maintenance for all Band-owned housing units and supervising all housing maintenance and repairs. The Housing and Finance Assistant receives and reviews all housing applications and inquiries, and, in collaboration with the Housing Committee, recommends tenants to Chief and Council for vacant units in accordance with the rules and regulations set forth in the Housing Policy. Additionally, the Housing and Finance Assistant is responsible for all administrative management of the Housing Department including collecting rent, issuing receipts and invoices, completing housing reports, facilitating workshops and processing payments for all incoming department invoices. The Housing and Finance Assistant will also support the Finance Department with maintaining housing and financial budgets, reports and books, and processing accounts payables, receivables and payroll as assigned. This position requires strong organization skills, financial literacy and professionalism.

***Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.***

### **MAIN RESPONSIBILITIES**

The Housing and Finance Assistant will be responsible to:

#### Housing Support

- Aid in the preparation and monitoring of the annual housing budget and work plan
- Conduct analyses of maintenance and repair costs to determine areas where cost reductions can be implemented
- Conduct routine and annual home, building, equipment and grounds inspections of band-owned units to determine necessity of repairs and maintenance
- Ensure building facilities are compliant with health and safety regulations including local fire codes, accessibility and other relevant building and maintenance legislation
- Plan, coordinate and schedule preventative maintenance, major repairs, remodeling and construction projects on housing units within the community
- Request quotes and negotiate contracts and service agreements with trade professionals, third party suppliers or service providers
- Arrange the purchase and delivery of project materials as required by trade professionals or service providers
- Coordinate grounds maintenance including landscaping and snow removal in collaboration with the Maintenance Department
- Provide a positive and professional image of the organization at all times, serving as the department's point of contact for all housing-related inquiries
- Act as a liaison between membership, the Housing Committee, vendors, external organizations and Chief and Council
- Receive and review all housing applications and inquiries and respond in a professional and timely manner
- Prepare housing and tenancy agreements, ensuring they are accurately completed, signed and filed
- Prepare and circulate newsletter updates, correspondence and related documentation accordingly
- Meet with prospective tenants to show properties, explain terms of occupancy and provide information about housing policies and procedures
- Coordinate and facilitate two home maintenance workshops annually as part of the Housing Incentive Program
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes
- Solicit and utilize tenant's opinions on a variety of issues, ensuring they feel involved and as though they have influence on decisions
- Aid in the creation and administration of programs that will increase tenant involvement in various decisions concerning the housing authority

- Maintain a database of all community members living in Band housing
- Promote harmonious relations among tenants, housing project personnel, and persons of the community
- Investigate complaints, disturbances and violations and resolve problems following company rules, regulation and policies
- Attend and facilitate monthly Housing Committee meetings, recording meeting minutes and actioning meeting objectives
- Research, interpret and maintain by-laws, legislation and building/safety codes, making recommendations for changes to the appropriate party as needed
- Assist with revisions and updates to the Housing Policy in coordination with the community, staff, Housing Committee and Chief and Council
- Collect rental fees and issue receipts to tenants
- Process payment of incoming bills for the Housing Department including mortgage, insurance, utilities, etc.
- Maintain updated and accurate financial records, preparing operational budget reports for the Director of Finance
- Develop operational progress and informational reports for membership and Chief and Council as requested
- Perform a variety of office administration tasks including but not limited to filing, copying, printing, scanning, emailing, and answering phones
- Attend and actively participate in staff and community meetings
- Participate in mandatory training workshops as required
- Perform clerical duties, such as maintaining orderly and chronological filing and record systems
- Other duties as assigned from time to time by Chief and Council or the Director of Finance/Administration

#### Financial Support

- Receive, code and reconcile all incoming invoices
- Prepare and file approved purchase orders and cheque requisitions
- Prepare all cash and cheque deposits for bank
- Assist with the processing and reconciliation of accounts payable, accounts receivable and bank and credit card accounts
- Ensure proper execution of financial and funding agreements
- Input financial data into Simply Accounting software and allocate transactions to the appropriate General Ledger account
- Ensure daily back-up of accounting system occurs
- Help maintain the chart of accounts
- Prepare all financial statements and bank reconciliations for assigned departments
- Prepare and maintain various financial reports for monthly finance meetings or as requested by the Director of Finance/Administration or Chief and Council
- Decipher funding agreements and assist with financial forecasting and planning
- Assist with opening and closing the financial books in preparation of the annual audit
- Assist auditors with annual review by preparing and providing supporting documentation as requested
- Assist the finance department with payroll processing and other administrative tasks as requested

#### **QUALIFICATIONS**

- College Diploma in Social Services, Business Administration, Finance, Accounting, or a related field
- Previous experience working with a housing authority an asset
- Strong knowledge of building and housing maintenance and repairs
- Knowledge of low-income housing programs and associated funding sources an asset
- Previous finance, bookkeeping and office administration experience an asset
- Strong working knowledge of Generally Accepted Accounting Principles and financial procedures preferred
- Exceptional computer knowledge including proficiency with Simply Accounting and Microsoft Word, Excel and PowerPoint
- Excellent verbal, written and interpersonal communication skills
- Strong public speaking skills
- Exceptional organization and time-management skills
- Excellent problem solving and critical thinking skills
- High level of attention to detail and a high degree of accuracy
- Ability to multi-task and manage competing priorities
- Ability to work cooperatively with others
- High level of personal integrity and a strong work ethic
- Valid Ontario Class G Driver's License with access to a reliable vehicle
- Current and satisfactory Vulnerable Sector Police Check
- Current First Aid and CPR Level C an asset
- Previous experience working within a First Nation Organization would be an asset

**HOURS OF WORK**

Full-Time – 35.5 hrs/week

**REMUNERATION**

Negotiable based on experience

**START DATE**

As soon as possible

**APPLICATION DEADLINE**

Posted until filled

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.