



for HC files

IDENTIFICATION

Position Number	Position Title	
93-10214	District Office Administrator	
Department	Division/Region	Location
NWT Housing Corporation		Fort Simpson, NT

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result).

To provide mortgage, financial and administrative services to the Manager, Finance & Administration, the District Manager and District Staff, in order to facilitate the effective and efficient operation of the District Office in accordance with generally accepted accounting principles, contract and mortgage administration practices.

SCOPE

(Describe in what way the position contributes to and impacts on the organization).

This position is located in the Housing Corporation's Nahendeh District Office in Fort Simpson. The incumbent reports directly to the Manager, Finance & Administration. The duties of the position have an impact on the District Office, Local Housing Organizations, contractors, and individual Corporation clients in the Nahendeh District.

The Nahendeh District Office serves six (6) communities with a capital budget of \$ 2.8 million, total O&M budget of \$ 4.7 million and \$ 1.9 million in mortgages and loans. The average number of contracts managed by the District is 40 contracts per year, and they range from \$5,000 - \$800,000.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished).

Provide Mortgage Administration services, in order to collect and record mortgage payment due to the Corporation accurately and in a timely manner.

Main Activities

1. Complete accurately all supporting documents for mortgage/loan agreements
2. Accept and record incoming mortgage payments and produce a monthly mortgage arrears report in an approved format.
3. Data enter mortgage payments into FIS.
4. Reconcile Internal mortgage arrears report to MAS report
5. Issue and mail receipts to clients for mortgage payments received.
6. Prepare and send monthly arrears letters to clients.



7. Create and maintain mortgage files for all corporation mortgages.
8. Request and review family verification of income data for all mortgage clients twice a year and provide an internal report in an approved format.
9. Set up client ledger cards or databases to ensure they are kept up to date and reconciled.
10. Prepare weekly deposits, batch and data enter General Receipts into FIS.
11. Reconcile the Imprest Bank account on a monthly basis.

Provide Financial O&M and Capital Administration services in order to help facilitate the operation of the Corporate Services section of the District Office.

Main Activities

1. Prepare and data enter all cheque requisitions for O&M and Capital expenditures as required.
2. Prepare all batches for data entry, record batches in control book and reconcile the FIS reports on a daily basis.
3. Issue LCA for local purchases.
4. Verify and process travel advances and claims for employee travel.
5. Reconcile the monthly detailed O & M reports from FIS.

Provide administrative support in the administration of tenders and contracts in order to facilitate the effective and efficient management of contracts by District staff.

Main Activities

1. Prepare, type and ensure tender advertisements reflect accurate information on a per project basis.
2. Xerox, bind and ensure all documents are consistent with Corporation regulations.
3. Maintain a list of all projects being tendered. Set up tender files and filing of all related correspondence.
4. Issue all addenda and ensure bidders receive all necessary information for contract bidding purposes.
5. Maintain a log of planholder on every tender.
6. Maintain a log of deposits for documents and plans from contractor and issue refunds as required.
7. Type letters of intent for signature as per signing authority.
8. Advise unsuccessful contractors of results of tender by typing regret letters.
9. Return bid securities after tender awards to unsuccessful contractors.
10. Perform the duties of a 'Contracts Coordinator' at tender openings/closings to ensure proper records are kept by signing, dating and recording arrival time on tender envelopes as received and providing safe keeping until tender opening time, relaying results of tender to all interested parties.
11. Assist in issuing Contract Change Notices and Change Orders
12. Provide assistance to Technical staff in monitoring contractor's compliance with BIP and WCB policies.
13. Set up and maintain a comprehensive contracts filing system that will facilitate invoice processing and commitment tracking.
14. Participate in the Capital budget status report exercise and maintain project status reports.



Perform other administrative duties for the District Office

Main Activities

1. Ensure all leave forms are signed by employee and supervisor.
2. Ensure employee has sufficient time earned, by verifying leave credits and initialing leave form.
3. Enter all approved leave into Peoplesoft.
4. Prepare Monthly leave Register, reconcile with Peoplesoft to ensure all forms are entered correctly.
5. Type correspondence and reports for management
6. Maintain the district filing system
7. Act as receptionist and process the district incoming and outgoing mail as required.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance).

- Knowledge of accounting theory, generally accepted accounting principles and financial administration, including contract administration and practices is required. This level of knowledge is normally acquired through a diploma in Business Administration, Management Studies, completion of the GNWT Financial Modules, or designation as a Certified Aboriginal Financial Manager and contract administration training plus two years related work experience.
- Experience in maintaining financial control systems, financial and administrative processes
- Knowledge of basic accounting
- Knowledge of contract Law/contract administration
- Knowledge of Mortgage Administration
- Working knowledge in computer software application using PC software, i.e. ACCESS, MS Word, Excel, Windows, Financial Information Systems, Human Resource Information Systems
- Strong organizational skills
- Strong interpersonal skills
- Strong typing and filing skills
- Strong communication skills
- Ability to work in a cross-cultural environment
- Strong interpersonal skills and the ability to communicate effectively both orally and in writing.
- Ability to work effectively in a cross-cultural environment.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands).

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue).

Normal – Most of the incumbent's time is spent in a sitting position, but not for long continuous periods of time.

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed)

Normal – The environment is generally controlled and comfortable.



Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).

Normal - The incumbent requires normal use of senses (sight, hearing) in order to perform the duties of the position.

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples).

Normal - The incumbent must pay attention to detail. Basic errors or discrepancies could lead to a breakdown of internal financial control. There is occasional stress associated with this position; clients can be abusive and confrontational when dealing with mortgage arrears.