



IDENTIFICATION

Department	Position Title	
Housing NWT	Intern – Property/Asset Management Officer	
Position Number(s)	Community	Division/Region(s)
93-17685	Yellowknife	Finance and Administration, Head Office

PURPOSE OF THE POSITION

This position is responsible for assisting with the day-to-day administration of Residential Leasing (Rent Supplement for Public Housing, Market Housing and RCMP), Commercial (Offices) and Revenue Leases (leased HNWT owned assets) throughout the Northwest Territories. This position also provides administration and analysis support for Housing NWT's asset additions and disposal processes, loss/risk reporting, and Apprenticeship Funding Agreements.

SCOPE

Located in Yellowknife the Intern - Property/Asset Management Officer (Intern) reports to and receives general direction from the Senior Property/Asset Management Specialist (Senior Specialist), and is a part of the Asset Management unit within the Finance and Administration Division, which is responsible for the effective administration of approximately 2,900 HNWT assets, including single/multi-residential rental units, commercial units, warehouses, and mobile equipment with values in excess of \$400M.

The position carries out its responsibilities in accordance with GNWT Acts and Regulations and in particular the *Financial Administration Act*, Financial Administration Manual, the *Housing Northwest Territories Act*, the *Societies Act* under which housing associations are incorporated, the *Residential Tenancies Act* under which Rental Officer orders are granted, the *Commercial Tenancies Act*, *Creditors Relief Act*, the Rules of the Supreme Court of the Northwest Territories and HNWT policies, procedures and agreements.

RESPONSIBILITIES

1. Assist with the administration and management of the acquisition and disposal of building assets and mobile assets and the administration of lease portfolio system data.

- Update the HNWT Asset Management System (AMS) and System for Accountability and Management (SAM) with the details of new mobile assets and building assets based on bills of sale and final certificates of completion.
- Update the HNWT AMS and SAM with the details of disposal of existing mobile assets and building assets based on bills of sales, certificate of title transfer, final closing documents, and/or demolition report.
- Assist in maintaining and managing the rent supplement lease portfolio, commercial lease portfolio and the market housing lease portfolio AMS inventory to ensure data completeness and accuracy.

2. Support the delivery and day-to-day administration of the Apprenticeship Funding Program.

- Receive, review and process applications from LHO's to fund apprenticeship positions within their home communities by providing projected cost estimates that are within the annual budget under the program.
- Track the funding to LHO's supporting 10 to 15 full time apprentices.
- Prepare individual Apprenticeship Funding Agreements for signing by the LHO's and HNWT senior management.
- Receive, review and process payment of monthly invoices from LHO's.
- Monitor and evaluate contract performance.

3. Assist with the administration of social housing, market housing and commercial lease portfolios.

- Monitor lease expiry dates and renewal terms.
- Participate in preparation of various analytics with District staff and LHOs for decision-making and information documents.
- Assist in the preparation and evaluation of Request for Proposal (RFP) documents for leases.
- Support the review escalation claims/billings from landlords and recommend approval for payment; initiate and prepare payments for processing.
- Calculate escalation claims on revenue leases and initiate billing or payment for annual adjustment of operating and maintenance costs.
- Support the review cost recovery claims/billings on revenue leases from LHOs and recommend approval for payment; initiate and prepare payments for processing.
- Assist with the preparation and review of residential market housing leases.
- Monitor, review and analyze market housing rent revenue and expenditures.
- Support the distribution of rent increase notices for market housing tenants.
- Provide support in managing inventory and safekeeping of all keys and key fobs for HNWT HQ office space.
- Assist in processing office space access requests for HNWT HQ office space.
- Assist in tracking leased parking stalls.

4. Support administration of risk and loss reporting for HNWT assets.

- Assist in the monitoring and tracking of risk and loss reporting to GNWT Risk Management for all HNWT assets.
- Assist district and Local Housing Organizations staff with preparation of risk management and loss reports.
- Assist in collection and tracking of necessary documents required by the Auditor General of Canada and for other reporting activities.

5. Assists in preparation of year-end working papers for annual audit files.

- Assist with preparation of financial reports, schedules, analyses and working papers on a timely basis consistent with the audit plan.
- Liaise with the Housing NWT district and HQ staff to collect required supporting documentation and information to support year-end asset addition, disposal and risk reporting.
- Support the preparation of accruals for leases, third-party agreements and apprenticeships.
- Providing necessary documents to the Audit General of Canada and external auditors.

6. Provide administrative support to other Finance & Administration functions including.

- Filing, electronic filing, banking, pulling batches and supporting documents, photocopying, data entry and providing general administrative support as required.
- Liaise with Department of Finance FESS section regarding any concerns related to financial accounting information processing and coding matters.
- Assist with reconciliations of various general ledger accounts and database systems.
- Provide information and analysis on financial research and special projects.
- Other related duties as assigned.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of, and/or the ability to acquire and apply knowledge of the System for Accountability and Management (SAM) and HNWT's suite of web-based management systems which include the follow:
 - Asset Management System (AMS)
 - Asset Cost Tracking System (ACTS)
 - Territorial Housing System (THS),
 - Client Application System (CAS)
 - Land Administration System (LAS)
 - Digital Integrated Information Management System (DIIMS)
- Knowledge of generally accepted accounting principles (GAAP).
- Financial management skills.
- Organizational skills and attention to detail.
- Interpretation, analysis, problem solving skills, and the ability to interpret and comprehend documents and legislation such as: Residential Tenancies Act; Commercial Tenancies Act; Territorial Lands Act; Territorial Land Regulations; Lease Agreements; Sale Assignments, Mortgages; Legal Surveys; Town and City By-Laws. The ability to analyze lease rates, terms and development of proposals and tenders.
- Interpersonal skills to facilitate planning and manage conflicts, negotiate solutions, and resolve disputes.
- Skilled in spreadsheet, data base, word processing and presentation software to operate in a computerized work environment.
- Ability to write in Plain English in order to communicate complex concepts in plain, brief language.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a degree in Management, Commerce, Economics, Business or a related field.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous language: Select language

Required

Preferred