

IDENTIFICATION

Department	Position Title	
Housing NWT	Manager, Assets and Mortgages	
Position Number	Community	Division/Region
93-6840	Yellowknife	Finance and Administration/ HQ

PURPOSE OF THE POSITION

The Manager, Assets and Mortgages (Manager) is directly responsible for the financial management of all Housing Northwest Territories (HNWT) assets. This includes developing and implementing policies and procedures to safeguard assets, supervising and providing strategic guidance to property management functions, developing, managing and maintaining asset databases, developing and providing standardized reports for senior management, identifying solutions to meet housing needs. The Manager is responsible to ensure that a fair and public process is undertaken to acquire leased assets that meet the needs of tenants.

This position works within a Legislative and Policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories (GNWT) Acts, regulations, Policies and Corporate procedures that include but are not limited to the *Housing Northwest Territories Act* and Regulations, the *Financial Administration Act*, and the Financial Administration Manual.

SCOPE

Located in Yellowknife and reporting to the Director, Finance and Administration (Director), the Manager, Assets and Mortgages manages the day-to-day financial and administrative functions associated with asset management of the corporation, as well as the human and financial resources of the unit.

The overall scope of the financial responsibilities of this position are:

Corporation assets	2,800 units
Housing assets	\$ 235,000,000
Mortgage portfolio	\$ 14,000,000
Forgivable loans	\$ 60,000,000

CMHC Funding	\$ 39,000,000
Long Term Debt	\$ 44,000,000
Third Party Debts	\$ 24,000,000
Third Party Revenues	\$ 39,000,000

The Manager provides expert advice to senior management on federal agreement administration and asset management policies and practices.

This position is heavily involved in the year end process of the corporation and is responsible for the preparation of year-end working papers to ensure that the corporation meet their statutory reporting requirement.

The duties of this position have an impact on the corporation district offices and divisions, individual corporation homeownership and rental clients, and Local Housing Organization offices.

This position works within a Legislative and Policy framework and carries out the responsibilities in accordance with Government of the Northwest Territories (GNWT) Acts, regulations, Policies and Corporate procedures that include but are not limited to the *Housing Northwest Territories Act* and Regulations, the *Financial Administration Act*, and the Financial Administration Manual.

The duties of the position are carried out in accordance with generally accepted accounting principles and legislative constraints such as the *Financial Administration Act*, the Government Contract Regulations, GNWT policies such as the Business Incentive Policy, *the Residential Tenancies Act*, *the Commercial Tenancies Act* and in accordance with program delivery, and policies and procedures of the HNWT.

RESPONSIBILITIES

- 1. Manage third party agreements with non-government organizations and cooperatives which includes:**
 - Loan Administration.
 - Compliance monitoring.
 - Support and advice.
 - Approval of annual budgets; and
 - Review of annual financial statements.
- 2. Manage other funding agreements with CMHC or the Federal Government, including the Social Housing Agreement, Investment in Affordable Housing initiative and the CMHC Bi-Lateral Agreement made under the National Housing Strategy which includes:**

- Administration of loan agreements.
- Annual program audit.
- Financial audit.
- Performance reporting; and
- Reporting of all sales, write-offs, and replacements.

3. Manage Apprenticeship Funding agreements with Local Housing Organizations which includes:

- Review of applications and recommendations for approval.
- Assistance with tracking of funding arrangements.
- Assistance with invoice analysis and expenditure approvals.
- Reporting to senior management.

4. Manage the Asset Management involvement in the financial year end process which includes:

- Providing necessary documents to the Auditor General of Canada.
- Providing necessary documents to external auditors
- Preparation of year-end working papers
- Preparation of Financial Statement for compliance audits

5. Manage the administration for all HNWT leased assets.

- Manage the financial administration of the lease portfolio including reviewing and approving lease payments, operating and maintenance escalation claims, and third-party.
- Manage the termination and renewal of lease agreements including overseeing the competitive processes to obtain and renew lease agreements.
- Approve billings for cost share lease agreements.
- Negotiate with landlords regarding tenant issues and disputes.
- Provide necessary documents to the Auditor General of Canada and preparing related audit working papers.

6. Manage the Risk Management administration for HNWT assets.

- Work with and provide information to GNWT Risk Management of all assets.
- Administer insurance needs on all multiplex units, vehicles, and course of construction.
- Analyze and report on all losses from fire damage, accidents, etc.
- Research and develop new approaches for insurance needs not covered by the GNWT Risk Management section.
- Prepare training for district and Local Housing Organizations staff on risk management activities.
- Track environmental liability risk associated with risk management incidents.

- Providing necessary documents to the Auditor General of Canada and preparing related audit working papers.

7. Manage all HNWT corporate assets to maintain the HNWT rental portfolio and support the provision of a good supply of subsidized housing units.

- Manage all capital assets including housing inventory (leased and owned), warehouses, office accommodations and vehicles.
- Develop and implement policies and procedures related to asset management.
- Analyze expenditures on all units to ensure they are in accordance with capitalization policies.
- Develop and maintain asset database to track depreciation, maintenance and improvement costs, additions to portfolio, sale of units, condition ratings, detailed unit information and accurate unit values.
- Manage the GNWT Employee Buy Back Program.
- Provide necessary documents to the Auditor General of Canada and preparing related audit working papers.

8. Manage all HNWT homeownership program mortgages and loans.

- Develop, implement, and audit policies and procedures for mortgage administration, loan administration, collection activity and financial reporting on homeownership mortgages and loans.
- Provide leadership and guidance to District Staff to resolve difficult client files and to find solutions within the Corporation's policies that work for both clients and the Corporation.
- Analyze mortgage information, client information and program delivery statistics for future program development.
- Manage all areas of collections on the mortgage and loan portfolio including analysis of collection activity, strategic planning to increase collections on all homeownership programs, development of policies, monitoring, and enforcing legal action with assistance from the Department of Justice and FMB.
- Provide training and support to District Office staff.
- Manage the loan guarantee portfolio.
- Provide necessary documents to the Auditor General of Canada and preparing related audit working papers.

9. Manage unit staff.

- Delegate, prioritize and supervise the work of direct reporting staff.
- Establish and maintain internal controls to ensure compliance with policies and procedures.
- Actively promote the continual development of staff through training opportunities, new challenges.

- Work with staff to ensure ongoing performance of direct reports is regularly appraised and that the results are constructively utilized for further and future staff development.
- Develop and lead with the assistance of the Human Resources personnel, hiring processes as and when necessary for direct report positions.
- Provide back-up support to other Finance & Administration functions.
- Provide back-up support to other finance and administration functions including contract administration, account reconciliation and analysis, voucher preparation, year-end reporting and other duties as required.

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 generally accepted accounting principles (GAAP), generally accepted auditing standards, public sector handbook accounting standards, financial analysis, and fiscal planning.
- Knowledge of financial activities in a corporate environment.
- Knowledge of property management principles, strong financial skills including lease/build/buy analysis, mortgage financing, discounted cash flow analysis, property valuation methodology, real estate transactions (lease proposals, purchase, and sale) and the application of lease administration procedures and contract law to manage the HNWT lease portfolio.
- Understanding of real estate and lending transactions.
- Proficiency in software applications including Excel, Word, Access, Outlook, SQL and PowerPoint.
- Analytical, problem solving and marketing skills.
- Ability to communicate both orally and in writing with HNWT clients and staff.

- Interpersonal skills to facilitate planning and manage conflicts, negotiate solutions and resolve disputes.
- Ability to understand and apply statistical and economic data manipulation.
- Ability to communicate effectively (both orally and written) to convey or solicit information related to the HNWT programs through a variety of means (e.g., briefing notes, departmental presentations).
- 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.
- Management and human resource skills to mentor, evaluate and motivate staff.
- Ability to acquire a strong understanding of the System for Accountability and Management (SAM) along with a sound knowledge base of the Corporation's suite of web-based management systems which include the following:
 - Asset Management System (AMS)
 - Asset Cost Tracking System (ACTS)
 - Territorial Housing System (THS),
 - Client Application System (CAS)
 - Land Administration System (LAS)
 - Mortgage Administration System (MAS)
- Ability to interpret and comprehend documents and legislation such as: *Residential Tenancies Act; Territorial Lands Act; Territorial Land Regulations; Lease Agreements; Sale Assignments, Mortgages; Legal Surveys; Town and City By-Laws.*
- Ability to analyze lease rates, terms and development of proposals and tenders.
- Negotiating skills to negotiate lease terms and rates.
- 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:

A Canadian professional accounting designation (CGA, CMA, CA, or CPA) and a business degree in the finance/management area, as well as five (5) years of relevant experience that also includes one (1) year of supervisory or team lead experience.

Equivalent combination 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