



## GENERAL MANAGER/PROPERTY MANAGER Job Posting

Kirkland Lake Non –Profit Housing Corporation (KLNPH) is currently recruiting for the position of General Manager/Property Manager.

The General Manager/Property Manager reports to the KLNPH Board of Directors and is responsible for the effective administration and management of 85 housing units (20% of which are Market Rent Units and 80% Social Housing Units) in accordance with established policies and procedures.

### Position Overview:

- operations and property management and administration of rent-geared-to-income (RGI) assistance
- bookkeeping, including payroll and annual budget (development and monitor)
- prepare all financial reports for Board of Directors, auditor, Service Manager (DTSSAB)
- ensure compliance with the Housing Services Act and Residential Tenancies Act
- work in consultation with designated Housing Service Manager (DTSSAB)
- on-call required
- liaise with tenants, elected officials, social and community service agencies as well as the public

### Qualifications:

The successful candidate must possess a valid Class 'G' driver's license and use of a reliable vehicle. The KLNPH Board of Directors will consider applicants who possess a combination of education, experience and skills, which include:

- property management experience
- knowledge of relevant legislation
- social service delivery systems and related community agency experience
- project management and contract negotiation skills
- well-developed interpersonal, communication and problem-solving skills
- exceptional time management and implementation skills
- accounting software experience

Salary is commensurate with qualifications and experience.

A detailed job description is attached below. Submissions of interest (cover letter and resume) may be forwarded no later than 4:30 pm on **March 15, 2019** to:

KLNPH Board of Directors  
Attn: Nicole Wotton, Chair  
[klmph@ntl.sympatico.ca](mailto:klmph@ntl.sympatico.ca)

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

*Kirkland Lake Non-Profit Housing Corporation is an equal opportunity Employer  
Accommodations for job applicants with disabilities are available upon request.*



## **General Manager/Property Manager Detailed Job Description**

The Property Manager of Kirkland Lake Non-Profit Housing Corporation (KLNPH) reports to the KLNPH Board of Directors.

This position executes the operations of the organization and supports the mandate of KLNPH.

Responsibilities include:

### **BOARD COMMUNICATIONS/RELATIONS**

- Prepare & distribute board materials (meeting agendas, minutes, financials, reports, new business items); prepare Board resolutions and maintain record system
- Coordinates Board functions, meetings and advises on all KLNPH matters
- Proposes strategic planning vision & budget for consideration by the board of directors and follows through with execution of such plans once approved

### **ADMINISTRATION OF SOCIAL HOUSING/RENT-GEARED-TO-INCOME PROGRAM**

- Administer rent-geared-to-income (RGI) program in accordance with Housing Services Act and legislation requirements, including monthly, quarterly and annual reviews.
- Maintains RGI tenant records for year-end reporting to accountants and Service Manager as required
- Ensure requirements of local coordinated access system (CWI-Centralized Waiting List) are adhered to.
- Ensure appropriate research/consultation is undertaken to facilitate timely and effective decision-making.

### **TENANT SELECTION/MANAGEMENT**

- Provide coordinated access system (CAS) with information related to offers of units, refusal of offers and internal transfers; obtain up-to-date waiting lists for prospective RGI Tenants from CAS.
- Maintain waiting lists for prospective market tenants and develop and implement policy for selection and housing
- Prepare leases and other relevant documents required
- Conduct lease signing appointments with prospective tenants; ensure all documents are provided and financial information is reviewed
- Meet with applicants/prospective tenants to show rental units.
- Provided detailed policies and rules of the corporation to new tenants
- Ensure vacancies for all units are filled expeditiously as possible
- Report regularly to the Board of Directors on the status of vacancies and waiting lists
- Conduct review of eligibility criteria for all RGI Tenants annually
- Co-ordinate move-ins/outs
- Maintain correspondence in tenant files relating to that tenancy
- Complete all Landlord and Tenant Board (LTB) applications when necessary; participate in LTB Hearings; process & carry out evictions

- Respond to all inquiries and complaints in a professional and timely manner
- Liaise with tenants and mental health providers, outreach providers and other various agencies; facilitate community development and conflict mediation; function as landlord's agent and ensure safety and security of building & occupants

### **HUMAN RESOURCE MANAGEMENT**

- Ongoing management of contracts and support staff required to execute the organization's strategic plan.
- Participate in recruitment and evaluation of KLNPH contracts and staff.
- Update job descriptions as required; prepare recruitment material and advertising
- Effectively manage contractors and/or staff team.

### **COLLABORATIVE PARTNERSHIPS**

- Develop effective working relationships with service providers, government officials, community partners and agencies.
- Establish and maintain effective communications and good rapport with KLNPH tenants.

### **FINANCIAL MANAGEMENT**

- Plan, direct and administer all of the financial affairs of the corporation, develop internal controls and financial management policies.
- Prepare and administer the corporation's annual budget; submit to the KLNPH Board of Directors and Service Manager for approval; prepare and submit operating budget and subsidy report monthly to the Board
- Present accurate monthly financial statements to the Board of Directors.
- Prepare Annual Information Return (AIR)
- Prepare all accounting records and reporting information for the annual audit and liaise with accountant.
- Perform and maintain all financial transactions for the corporation, including (but not limited to) rent collection, accounts receivable, accounts payable, payroll, government remittances, monthly income statements, investment summaries, bank reconciliations. Maintain and update EFT Program and upload monthly to bank.
- Ensure corporation's records are maintained in a systematic and organized manner in accordance with the Housing Services Act 2011 and other requirements.
- Purchase all product for office/building/yards/equipment as required, in compliance with KLNPH purchasing & procurement policy
- Manage capital reserve fund and process contribution and redemption transactions as required

### **OFFICE ADMINISTRATION**

- Establish/develop policies and procedures to support the KLNPH by-laws and strategic plan objectives
- Develop, administer and implement employee, administration and tenant policies; maintain copies in Computer and Binder
- Maintain appropriate systems, records and procedures to handle daily administrative and operational matters for the corporation
- File 'Notice of Change' for KLNPH Board of Directors information



- Manage buildings' insurance renewal and insurance claims as required
- Prepare and mail tenant rent receipts annually
- Perform clerical duties in accordance with established procedures, including reception duties

#### **PROPERTY MANAGEMENT**

- Prepare detailed maintenance contract/job description and review annually with KLNPH Board prior to renewal
- Provide direction for all aspects of maintenance and planning; work in close consultation with Maintenance Supervisor and/or Contractor to ensure the corporation's buildings are maintained adequately and in a manner that ensures the safety of the occupants
- Prepare and update regularly, in consultation with the Maintenance Supervisor/Contractor, a long-term preventative maintenance plan and oversee its implementation
- Conduct annual inspections of all KLNPH townhouse units and apartments with Maintenance Supervisor/Contractor.
- Issue work orders for the maintenance department; record and document completion dates and times
- Maintain record system of maintenance for all individual units
- Collect, organize and update all liability insurance documents and all WSIB clearance certificates for all contractors
- Work with Maintenance Supervisor/and or Contractor to develop Capital Work Plan

**Revised February 28, 2019**