



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	Housing Collections Officer
DEPARTMENT:	Housing
SUPERVISOR:	Housing Manager
TERMS:	Full Time
REFERENCE #:	2021 - 004

PURPOSE OF POSITION:

The Housing Collections Officer is responsible for overseeing the finances of the Housing Department. This oversight includes ensuring the departments compliance with FAL, GAAP, TteS Housing Policy, CMHC Operating Agreements and any other financial governing laws or policy. This position will oversee the financial aspect of all renovation and building projects, ensuring proper receipt and expenditures of all funding received. The Housing Collections Officer will reconcile all applicable Housing Department balance sheet accounts in collaboration with the Finance Department and under the supervision of the Housing Manager. This position will also work in co-operation with the Finance Department in the pursuit of payments on aged accounts utilizing the Housing Policy and using any lawful means and remedies available to the TteS in the collection of outstanding monies owed to the TteS, this may include any rent arrears collections.

DUTIES AND RESPONSIBILITIES:

1. Financial Oversight (35%)

- Reconcile Balance Sheet accounts on a quarterly basis
- Ensure discretionary homeowner and elder amounts remain within budget. Reconcile working sheets with general ledgers
- Review all funding applications to ensure accuracy and compliance
- Explore and pursue new funding programs and subsidies
- Ensure all TteS secured and guaranteed loans are current
- Explore and pursue external financing and funding opportunities available for TteS Members for Housing projects.

2. Strategy and Department Development (25%)

- Assist in the development, implementation, review and compliance with the Housing Department Policies and Procedures
- Collaborates in creating and maintaining the Housing Department annual strategy

- Assists in the development and implementation of housing programs, including infrastructure, new build and rehabilitation projects.
- Drafts and presents Briefing Notes and BCR's.
- 3. Provides efficient and effective collections activities in accordance with the approved practices, policies, budgets, standards and guidelines. (35%)**
- Carries out established collection proceedings and enforcement activities appropriate to aged accounts.
- Provides efficient and effective bookkeeping, clerical and administrative work relating to accounts receivable.
- Contacts customer debtors to gather and verify information to establish suitable payment arrangements, identify options and explain remedies available to the TteS in the collection of outstanding monies owed to the TteS.
- Liaises between TteS departments to address identified file deficiencies.
- Prepares and delivers communications to customer debtors and tracks progress and results of collections proceedings and enforcement.
- Facilitates the resolution of customer debtor complaints and follows-up with the customer debtor to ensure customer satisfaction.
- Reviews and maintains electronic and hardcopy files detailing customer debtor collection activities and outcome of recovery efforts.
- Where appropriate, provides information to law offices, lending institutions and trustees in bankruptcy.
- Identifies accounts requiring legal action, prepares a master duplicate collection file for legal counsel and assists legal counsel as per their advice.
- Assists in the development and implementation of payment policies and procedures and administers and manages recovery systems and processes to support collection activities.
- Provide accurate monthly statements to tenants on a consistent basis and upon request.
- Meet with tenants, where required, to ensure accuracy of their statements.
- Provide Manager with accurate summary of arrears utilizing excel spreadsheets.
- Maintains confidentiality on all matters relating to the affairs of TteS and tenants.
- 4. All Other related duties as required. (5%).**
- Works cooperatively with others to support TteS's respectful workplace and to provide quality seamless customer service.
- Participates in workshop training programs and seminars provided by TteS to upgrade skills and knowledge relevant to the position.
- Performs all duties and responsibilities in accordance with TteS policies, standards and procedures and as directed.
- Demonstrates continuous effort to improve TteS operations, decrease turnaround times and streamline work processes.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Requires a minimum 4-year Post Secondary education in finance or demonstrated to be working towards degree and 5 years work experience in finance including 3 years in a supervisor or manager capacity or an equivalent combination of education and work experience.
- Must have advanced knowledge and experience in accounting systems, word processing and strong working knowledge utilizing Excel.
- Must pass criminal record check.
- Must have a valid BC Class 5 Driver's License.

Skills and Abilities

- Strong working knowledge of accounting systems and financial operations.
- Strong working knowledge of TteS band governance and administration processes, including FAL.
- Strong working knowledge of the CMHC On Reserve Agreements, and on-reserve housing programs and services.
- Strong organization skills and ability to manage competing priorities.
- Strong managerial and supervisory skills
- Ability to perform data entry with a high level of speed and accuracy.
- Proficient in Microsoft Office Word and Microsoft Excel and Sage AccPac Accounting Software
- Strong ability to take direction and produce quality work that is completed on time.
- Strong ability to take initiative and use time to produce quality work.
- Excellent oral and written communications skills.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 22, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.