



## Keewatin Housing Association Inc. / Authority

107-23 Nickel Road  
Thompson, MB R8N 0Y4  
Phone: (204) 677-2341  
Fax: (204) 677-0257

### **JOB ADVERTISEMENT KEEWATIN HOUSING ASSOCIATION INC. TENANT RELATIONS OFFICER/ACCOUNTS RECEIVABLE (PERMANENT, FULL-TIME)**

Reporting to the Keewatin Housing Association Inc. Property Manager, the Tenant Relations Officer/Accounts Receivable is responsible for providing tenant services, performing data entry and related duties in posting accounts receivable payments. The Tenant Relations Officer/Accounts Receivable will also provide support with monthly bank reconciliations, daily transactions processing, and other monthly financial processing procedures as requested.

**Duties:** Calculate, prepare and issue documents related to accounts receivable such as statements using computerized and manual systems. Code, total, batch, enter, verify and reconcile A/R payment transactions in a subledger or computer system. Prepare period reports. Respond to tenant inquiries, maintain good tenant relations and issue work orders. Act as support for other finance positions when required. Perform other related duties as requested.

**Qualifications:** Certificate in Accounting, Finance or Business Administration and two years of finance experience, or an acceptable equivalent combination of education and experience. Must be bondable. Experience with SAGE 300 (ACCPAC) modules, Microsoft Office programs with emphasis in Excel spreadsheets. Excellent oral and written communication skills. Experience in a fully integrated office environment. Ability to work under sporadic stress and/or pressure. Ability to work independently and in a team environment.

A written application with detailed resume, including minimum two (2) references with written permission to contact the references and your most recent immediate supervisors should be submitted to:

**Lisa Beardy, Office Manager  
Keewatin Tribal Council  
23 Nickel Road  
Thompson, Manitoba R8N 0Y4  
Email: [lbeardy@ktc.ca](mailto:lbeardy@ktc.ca) Fax: 204 677-0256**

**Closing Date: 4:00 p.m. Friday, March 20, 2020**  
Late applications will not be accepted

We would like to thank those that apply for the position but only those being considered for an interview will be contacted.