

Bookkeeper, Margaret Laurence Housing Co-op

'Where community and value count'

This position will report to the Property Manager on site.

Job Summary: The Bookkeeper is responsible for financial record keeping for Margaret Laurence Housing Co-op in coordination with the admin assistant and manager of the co-op. This position is a part-time position working approximately 30 hours per month.

Responsibilities and Duties:

- Prepare monthly financial statements with notes (25%)
- Process cheque requisitions and invoices to create payments via paper cheques or electronic funds transfer (20%)
- Recording the expenses and payments
- Track automatic debits
- Prepare monthly bank reconciliation & electronic transaction review (15%)
- Run payroll; bi-weekly and monthly (20%)
- Make remittances to Canada Revenue Agency
- Make remittances to Worker Safety Insurance Board
- Prepare Record of Employment (ROE) forms as necessary
- Track and remit retail HST payments and reports (5%)
- Prepare for audit field work and post Auditor's adjusting entries (10%)
- Annually: (5%)
- Enters the budget into the Books
- Prepares T4's
- Works within the policies, procedures and regulations as required by the Company and under the Occupational Health and Safety Act.

Qualifications:

- 3-5 years bookkeeping/accounting experience accounting, including knowledge of not-for-profit organizations and framework
- Advanced level MS Excel
- Knowledge of NewViews (booking software)
- Ability to prioritize tasks and organize workflows to meeting deadlines
- High level of attention to detail and focus on accuracy
- Physical & Psychological Working Conditions/Requirements:
- Identify the working conditions and physical/psychological demands which relate to the essential functions of the position, such as working indoors/outdoors, working with exposures to hazards, etc.
- Requires concentrated time and focus on a computer screen for long periods
- Job requires ability to sit/stand for extended periods of time

***Please send your resume to anam@cfdi.ca before January 16, 2019.**

NOTE: You must be legally eligible to work in Canada to be considered for this role.

RECRUITERS PLEASE NOTE:

We are not accepting applications via recruiters at this time.