



Diane Frankling Co-operative Homes Inc.

ABOUT US

Diane Frankling Housing Co-op is a non-profit housing provider, located in downtown Toronto. Our co-op is a well-established 254-unit housing co-operative funded under the Section 95 housing program. We are seeking a part-time Bookkeeper. The Bookkeeper reports to the Manager and is responsible for maintaining the co-op's financial records.

RESPONSIBILITIES

- Maintain financial records from ledger entries to trial balance
- Maintain accounts receivable and accounts payable
- Prepare and process deposits
- Prepare monthly financial reports
- Preparing bi-weekly payroll
- Ensure monthly, quarterly, and annual remittances and reports are prepared and submitted accurately and in a timely fashion
- Co-ordinate the annual audit and act as the co-op's agent, as needed
- Assist with annual budget preparation and presentation

QUALIFICATIONS

- Undergraduate degree or certificate in accounting or bookkeeping or equivalent experience
- Minimum 3-5 years of experience in bookkeeping or accounting, ideally in the co-op sector
- Ideally, some knowledge of the Co-operative Housing Sector
- Computer proficiency in Microsoft Office Word and Excel, proficiency in NewViews accounting program an asset
- Adept at written and oral communication
- Ability to communicate with members of diverse backgrounds and abilities
- Solid organizational and time management skills
- Solid financial management skills
- Able to maintain confidentiality in a professional business manner
- Excellent people skills
- Some evening and weekend work may be required.

COMPENSATION

- Salary commensurate with experience
- Job Type: Part-time, Permanent
- Hourly range: \$28-\$33

The co-op offers a benefits package including RRSP contributions with onsite parking and access to further professional development.

APPLICATION INSTRUCTIONS:

Please send resume to hngo@dianefranklingco-op.com by April 25th, 2025.