

Perth Avenue Housing Co-operative Inc.
Administrative Assistant/Bookkeeper
Full-time Position

Perth Avenue Housing Co-operative Inc. is a 102 unit apartment building located at Dundas West and Bloor. We are looking for an Administrator/Bookkeeper full-time. It will be 35 hours weekly, weekly late night.

- The duties will include:
- General office administration
- Ensuring maintenance work orders are posted
- Marketing units, Receiver General
- Posting Receivables, Payables, Payroll, Bank deposits, PAD's, E-transfers, Bank reconciliations,
- Researching and provide resources for Manager, Members and Committees
- Other duties assigned by the Board of Directors and Manager

Requirements:

- 3-5 year of co-op experience
- Proficiency in Microsoft Office and Internet
- Working knowledge of NewViews 2, HM Worx, Microsoft, Excel, FCHI-2 Subsidies Program and Fob program, this is an asset.
- Handling inquiries
- Able to work independently
- Knowledge and work experience in the Co-operative Housing Sector
- Knowledge of Section 95 Program
- Strong organizational and communication skills
- Exhibits initiative, flexibility and good judgement
- Independent problem solving and decision making skills
- Ability to work with volunteers in a diverse community
- Effective at prioritizing tasks and responsibilities

Application Deadline: August 14, 2026

Target Start Date: As soon as possible. Following the successful completion of a three-month probationary period, the successful candidate will be eligible for an excellent benefits package. To apply, please submit your resume and cover letter by **August 14, 2026**, to office@perthcoop.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted. **Please, no phone calls.**