



RIVERDALE CO-OPERATIVE HOUSES

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JOB POSTING: Bookkeeper

October 20, 2026

Riverdale Co-operative Houses is seeking a permanent, part-time Bookkeeper for its 141-unit housing co-operative. Resumes with cover letters are due no later than Friday November 6, 2026 at 4 pm and must be sent by email to riverdalehiring@gmail.com.

Position Title: Bookkeeper

Position Type: Permanent, part-time

Location: Toronto, Ontario

Salary: \$46.44/hour

Hours of Work: 21 hours per week (3 consecutive days per week in office, 9:00 am-4:30 pm)

Affiliation: Unifor Local 333-15

About Riverdale Co-operative Houses:

Riverdale Co-operative Houses is a not-for-profit housing co-operative, whose mandate is to provide safe, affordable and well-maintained housing for its members. Riverdale Co-op owns and manages 141 units of affordable housing including houses, townhouses, and walk-up apartments on 28 separate properties in the Leslieville area of Toronto's east end.

Job Description:

The Bookkeeper reports to the Manager and is responsible for the following:

Financial Responsibilities:

- Maintain accounting systems, including general ledger, sub-ledgers and all journals.
- Prepare and monitor recurring journal entries.
- Perform monthly bank reconciliations and prepare monthly financial statements.
- Administer all aspects of payroll for employees of the Co-operative including government remittances and reporting requirements.
- Prepare and file monthly HST rebates.
- Perform data entry of accounts receivable (including housing charges) and accounts payable information ensuring invoices and claims are consistent with Co-op policy.
- Process computerized cheque runs for signature weekly plus processing urgent cheques as required.
- Ensure utilities and other time-sensitive bills are processed on time.
- Follow-up on issues related to invoices or other claims.
- Act as the cashier for the Co-op including receiving funds, issuing receipts, preparing bank deposits and ensuring delivery to the bank.
- Manage electronic funds transfer payments (EFT) for accounts receivable and payable.
- Process failed payments for cheques and EFTs.
- Reconcile housing charges with subsidy programs, and prepare subsidy reports.
- Assist in verifying income and calculating housing charges, as required.
- Perform housing charge reconciliations and retroactive adjustments.

- Prepare the annual operating and capital budgets.
- Prepare for annual audit.
- Prepare arrears lists monthly or as requested.
- Monitor payment agreements and notify Manager of any non-compliance.
- Assist with preparations for Board meetings, Members' meetings, the annual audit and budget processes, as requested.
- Other financial duties as assigned.

Corporate Responsibilities:

- Liaise with external organizations including Auditor, the Agency for Co-operative Housing, City of Toronto, CMHC, insurers, financial institutions and others as required.
- Prepare and submit reports for rent supplement or rental assistance programs with the Agency for Co-operative Housing, CMHC and City of Toronto.
- Ensure compliance with all financial terms of agreement between the Co-op and its government funders including any program guidelines and directions, the Co-operative Corporations Act, the Co-op's by-laws, the Social Housing Reform Act and all other legal requirements of the Co-operative.
- Attend general meetings of members, as required for budget and audit approval.
- Attend staff, committee and Board meetings, as required.
- Act as staff liaison with Finance Committee.
- Assist the Manager in responding to requests for financial information by the Board.
- Other corporate duties as assigned.

Experience and Skills:

We're seeking an experienced bookkeeper who is self-motivated, demonstrates initiative, and works well as part of a small office team.

The ideal candidate will have the following skills and experience:

- Three to five years of bookkeeping experience in the co-op or non-profit housing sector;
- Proficiency in accounting software including NewViews for Non-Profit Housing (NVNPH);
- In-depth knowledge and experience producing monthly financial reports, bank reconciliations, accounts payable, HST rebates, housing charge or rent calculations, government funding reporting;
- Experience working with and interpreting financial data;
- Knowledge of federal and municipal housing funding programs;
- Experience with payroll and government remittances;
- Ability to work effectively with electronic spreadsheets and word processing;
- Excellent communication and time-management skills, including strong interpersonal and conflict resolution skills to deal with sensitive issues; and
- Excellent written and spoken English.

How to Apply:

Send your cover letter and resume to riverdalehiring@gmail.com. No phone calls please.

The deadline for applications is Friday November 6, 2026 at 4:00 pm

Please note that only those chosen for an interview will be contacted.