



220-1651 Commercial Drive
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COHO Management Services Society is looking for qualified, passionate candidates to join our dynamic housing property management organization.

The **coordinator** is responsible for the day-to-day management of the co-operative and for carrying out policies and procedures determined by the board of directors and the general membership and as directed by the co-op representative(s). Where applicable, the coordinator is also responsible for the direction and supervision of other persons contracted or employed by the co-op for any purpose. Travel is required.

Qualifications

- BCIT Accounting 1 or equivalent bookkeeping training or experience
- Experienced computer user, esp. MS Word, MS Excel, MS Outlook
- Excellent communication skills and people skills
- Excellent time management skills
- Able to maintain confidentiality
- Professional business manner
- Resided or worked in a housing co-operative preferred
- Access to a car preferred

Responsibilities

Full time coordinator work in housing cooperatives throughout Greater Vancouver including:

- Answering the telephone and taking member inquiries
- Recording cheques and making bank deposits
- Reporting to the cooperative board of directors as necessary
- Preparing monthly financial packages including bank reconciliation, income register, and cheque register
- Maintain A/R & A/P
- Maintain records and prepare correspondence
- Process invoices and prepare cheques
- Submit taxes and prepare homeowner grants
- Maintain office supplies
- Prepare minutes as requested by board
- Assist board in interpreting operating agreements
- Direct members and actions to appropriate committees
- Undertake credit checks, complete income verifications and administer petty cash fund
- Assist in the administration of investments
- Annual corporate and government filing and reporting
- Other duties as appropriate to the well-being of the housing cooperative
- Prepare monthly management report for each client and present at monthly evening board meeting
- Attend AGM and budget meetings as required

This is a full time position.

Rate: \$3,452 – \$4,411 monthly

Hours: up to 35 hours per week

Applicants should apply by email with a resume and cover letter to [Michelle Iversen, General Manager](mailto:resumes@coho.bc.ca) to resumes@coho.bc.ca by Wednesday, June 28th 2017.