

Job Description: Co-ordinator

Working at COHO Management Services Society means joining a team of professionals who are proud of the work we do and why we do it. We offer a comprehensive training program and access to a senior staff person as a mentor. We live and breathe the co-operative principles and enjoy working for a community-based organization. At COHO, we believe in co-operation among co-operatives with a clear focus on business, in a friendly and positive environment. We are committed to working with you to ensure the long-term success of your co-op homes. After all, often our workplace is your home! We conduct ourselves with professionalism and respect during and outside of business hours. COHO employees are organized in Local 3000 of UNIFOR. If you are interested in working for us, we would love to hear from you. Please email your resume to resumes@coho.bc.ca.

Qualifications

- BCIT Accounting 1 or equivalent bookkeeping training or experience
- Experienced computer user, with working experience in MS Word, MS Excel, MS Outlook
- Excellent communication skills
- Excellent people skills
- Excellent time management skills
- Able to maintain confidentiality
- Professional business manner and dress
- Access to a car preferred

Responsibilities

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

1. Answering the telephone and taking member inquiries
2. Recording cheques and making bank deposits
3. Reporting to the cooperative board of directors as necessary
4. Preparing monthly financial packages including bank reconciliation, income register, and cheque register
5. Maintain A/R & A/P
6. Maintain records and keep up-to-date various databases as required such as a share and director register, board contact list
7. Prepare correspondence
8. Process invoices and prepare cheques
9. Submit taxes and prepare homeowner grants
10. Maintain office supplies
11. Prepare minutes as requested by board
12. Assist board in interpreting operating agreements
13. Direct members and actions to appropriate committees
14. Undertake credit checks, landlord checks, and reference checks as required
15. Complete income verifications
16. Administer petty cash fund

17. Assist in the administration of investments
18. Annual corporate and government filing and reporting
19. Other duties as appropriate to the well-being of the housing cooperative
20. Prepare monthly management report for each client and present at monthly evening board meeting
21. Attend AGM and budget meetings as required
22. Perform move inspections
23. Administer work order processing as per member request, warrant requirements and annual preventative maintenance. Follow-up on work order feedback from members and co-ops designates
24. Assign work to Maintenance Technician or approved trades as required
25. Maintain trades list and annual maintenance calendar
26. Travel as required

We are accepting resumes until end of day February 5, 2017