



220 - 1651 Commercial Drive

Vancouver, BC V5L 3Y3

TEL: 604-879-5771

FAX: 604-879-8792

coho@coho.bc.ca

## Job Posting

Classification: Coordinator  
Rate: \$3,556 – \$4,773 monthly  
Hours: up to 35 hours per week

---

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:

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 prepare correspondence
7. Process invoices and prepare cheques
8. Submit taxes and prepare homeowner grants
9. Maintain office supplies
10. Prepare minutes as requested by board
11. Assist board in interpreting operating agreements
12. Direct members and actions to appropriate committees
13. Undertake credit checks, complete income verifications and administer petty cash fund
14. Assist in the administration of investments
15. Annual corporate and government filing and reporting
16. Other duties as appropriate to the well-being of the housing cooperative
17. Prepare monthly management report for each client and present at monthly evening board meeting
18. Attend AGM and budget meetings as required

---

**Interested individuals are invited to email a cover letter and resumes to Michelle Iversen, General Manager at [resumes@coho.bc.ca](mailto:resumes@coho.bc.ca)**