**Bookkeeper (part-time) – Marketview Housing Cooperative Inc. Toronto**

We are a 112 unit non-profit housing provider, located in the St. Lawrence Market area in downtown Toronto.

We are seeking a part-time Bookkeeper. The position reports to the Co-op Manager and is responsible for maintaining the co-op’s financial records.

**Responsibilities:**

* Maintain financial records from ledger entries to trial balance
* Maintain accounts receivable and accounts payable
* Prepare and process deposits
* Prepare monthly financial reports
* Prepare bi-weekly payroll
* Ensure monthly, quarterly, and annual government remittances (such as HST and payroll), as well as reports, are prepared and submitted accurately and in a timely fashion
* Co-ordinate the annual audit and act as the co-op’s agent, as needed
* Assist with annual budget preparation and presentation

**Qualifications:**

* Undergraduate degree or certificate in accounting or bookkeeping or equivalent experience
* Minimum 3-5 years of experience in bookkeeping or accounting, ideally in the co-op sector
* Solid financial management skills
* Computer proficiency in Microsoft Office (Word and Excel), proficiency in NewViews accounting program an asset
* Ideally, some knowledge of the co-operative housing sector
* Adept at written and oral communication
* Solid organizational and time management skills
* Able to maintain confidentiality in a professional business manner
* Ability to communicate with members of diverse backgrounds and abilities
* Excellent people skills

**Hours/Compensation:**

Competitive salary and benefits offered that are commensurate with experience

Job Type: Part-time, Permanent (Some evening and weekend work may be required).

On-site parking and access to further professional development is also available.

**How to Apply:**

**Please send cover letter and resume by May 7, 2025 to: hiringcommitteemarketview@gmail.com**

Thank you for your consideration. However, only selected applicants will be contacted.

We are an equal opportunity employer who respects and appreciates the singular contributions of people of diversified backgrounds. All those with the required qualifications are welcome to apply. We are an accessible workplace. Should you require a special accommodation during your interview, please let us know in your cover letter.