

Request for Proposal Bookkeeper

Fieldstone Co-operative Homes is an 67 unit 6 storey apartment and townhouse co-op in the Cabbagetown area of Toronto near Parliament and Wellesley. We are a multicultural and LGBT positive community that singles, couples, families with children and seniors call home.

The bookkeeper works with and reports to the Co-op's Co-ordinator. The job will take approximately 6 hours per month.

Responsibilities include:

General bookkeeping, including:

- Cash disbursements
- Payroll
- Monthly bank reconciliation
- Financial reports and assistance with annual operating budget
- Year end audit work

Candidates should have:

- Strong accounting skills and experience
- Computer proficiency in NewViews
- Understanding of Federally funded co-ops
- Experience in the Co-op sector (preferred)
- Ability to work during the office hours of the co-op co-ordinator

Fieldstone Co-op is committed to equity in employment and encourages people from diverse groups to apply.

Application Deadline: July 2, 2009

Please submit bookkeeping proposal stating experience and proposed rate of pay by Thursday, July 2 to:

michelle@coophousing.com

or

Board of Directors
Fieldstone Co-op Homes
c/o 658 Danforth Avenue, Suite 306
Toronto, Ontario
M4K 5B9
Attention: Michelle Arscott

No phone calls please. Thank you for your interest in the position but only those chosen for an interview will be contacted