

JOB POSTING for Bookkeeper, for Dalhousie Non-Profit Housing Co-operative

The job is 20 hours per month and the person needs to be familiar with DOS-based News/Views package.

Please contact:

Dalhousie Co-operative, 613-234-5500, fax 613-567-2308, 755 Somerset St. W. Ottawa, K1R 6R1

## Bookkeeper's Duties

- Monthly check transactions postings, coding used, supporting papers.  
Monthly verify deposits (housing charges, parking, other revenues, cash deposits and bank deposits) against the deposit book, cash receipts, and copy of the member's cheques (this is necessary to retrieve new members, Move in, Move out members and correct postings to the appropriate accounts.  
Record monthly auto withdraw bank expenses (RMOC, Enbridge, Ottawa Hydro)
- Record monthly recurring entries (Housing Charges, Subsidies, Parking expenses, Mortgage expense, Municipal taxes, Insurance, Admin revenue form clusters, Replacement reserves, AR City of Ottawa and CMHC)  
Provide every month a copy of the Housing charges postings to the manager for approval and request for member changes, if necessary (new member, Move in Move out, new Housing Charges, new Subsidies, parking, admin fees)
- Post Move in and Move out entries based on the supporting paper received from the manager  
Record the Non Sufficient Fund bank adjustments  
Perform monthly Bank reconciliation (chequing accounts, investments and mortgages)
- Perform Monthly Accounts Payables, Accounts Receivables and Housing Charges reconciliations  
File the cheques and supporting documents
- Build the monthly binder which contains the cash deposits, auto withdraw invoices, supporting papers for NSF cheques, Supporting papers for adjustments, CMHC request for funding and bank reconciliation
- Biweekly calculate, post and print the cheque stubs for manager's salary pay  
Monthly calculate and post salary deductions and print the Receiver's General cheque
- Twice per month backup the accounting system  
As requested, post the petty cash transactions
- Annually or as needed update the accounting systems with the new releases
- Annually calculate and issue the T4A and T4 for the employees, contractors and CRA and produce the Summary T4A and TA for CRA

- Build the Auditor's binder based on the Auditor's requirements
- Print reports for Accounts receivables, Account Payables, payroll, payroll deductions, Housing Charges, Housing Subsidies, postings under all the general ledger accounts, Balance Sheet and the general ledger at year end
- Record auditor adjustments and reconcile the auditor's accounts with Coop's accounts
- Record the receivables and the prepaid transactions at year end  
Close the revenue and the expense accounts at year end
- Perform the GST receivables adjustment at year end  
On request perform other reports, analysis, cheques, postings on manager's, auditor's, CRA's or other organizations the Coop deals with.