 **Canadian Worker Cooperative Federation**

**Fédération Canadienne des Coopératives de Travail**

**Administration & Bookkeeping Support (Part-time / occasionally Full-time)  
Canadian Worker Co-operative Federation (CWCF)\***

The Canadian Worker Co-operative Federation (CWCF) is looking to fill a temporary Administration & Bookkeeping Support position, available immediately. The position will be part-time (16 hrs/ week) until the end of December, and will be full-time (35 hrs/ week) from January 1 – March 31, 2016. After March, 2016 the position will again be part-time, hours to be determined. Flexible working hours are an option.

Location: downtown Kentville, Nova Scotia.

Summary Job description

• Assist with bookkeeping duties including accounts payable and receivable, invoicing for dues, posting transactions using Simply Accounting; making bank deposits, preparing financial statements, and filing tax returns.

• Assist with administration of an RRSP program in which CWCF is the trustee for RRSPs in co-operatives and Community Economic Development Investment Funds (CEDIF’s), in accordance with training provided.

Required skill and knowledge set

• Knowledge of bookkeeping procedures

• Numerical skills

• Data entry skills

• Good verbal and written communication skills

• Ability to handle complexity

• Strong member / customer service ethic

• Computer skills: Knowledge of accounting software, spreadsheet software and word processing software

Desired skill set

• Familiarity with the co-operative model

• French / English bilingualism would be an asset.

Personal attributes

• Ability to prioritize, work under pressure and deliver to agreed deadlines

• Thoroughness, accuracy and attention to detail

• Highly motivated, able to work independently and as part of a team

• Commitment to community development and the co-operative movement

• Confident

• Quick learner

Previous administration and bookkeeping skills preferred, but willing to train the right candidate.

We will only contact those whom we wish to interview.

To apply, please e-mail expression of interest, resume and salary expectations to: Hazel Corcoran, Executive Director, [hazel@canadianworker.coop](mailto:hazel@canadianworker.coop). Applications will be accepted until the position is filled.

\*About the organization: The Canadian Worker Co-operative Federation is a national, bilingual grassroots membership organization of and for worker co-operatives, related types of co-operatives, and organizations that support the growth and development of worker co-operatives. CWCF was incorporated in 1992.

**Vision:** To be a growing, cohesive network of democratically controlled worker co-ops that provide a high quality of work life, and support the development of healthy and sustainable local economies, based on co-operative principles.

**Mission:** To strengthen our worker co-ops; support the development of new worker co-ops; represent the Canadian worker co-op movement in Canada and internationally, and strengthen the Federation.

CWCF is a non-profit organization with 2.5 full-time equivalent staff including this position. It works closely with partner organization, CoopZone, a network of co-operative developers ([www.coopzone.coop](http://www.coopzone.coop)).

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