

Eastwood Housing Corporation is looking for a highly motivated and detail-oriented Bookkeeper to support our Property Management Corporation.

**Are you the person for the position?** Our ideal candidate will have at least 3 years bookkeeping experience and strong analytic skills. The candidate will have experience with the Microsoft Office Suite, Accounting Software and the ability to maintain confidentiality whiile working in a high pressure environment. They will also be a self-started and can work as part of a team.

**Sound interesting?** Apply to be our next bookkeeper by sending your cover letter and resume to jobs@eastwoodhousing.ca quoting the job title in the subject line.

Eastwood Housing Corporation provides 325 units across 11 properties in St. Thomas, Ontario and Elgin County and is a Christian, Non-Profit Organization whose team of motivated and professional staff are committed to Ministering to St. Thomas, Ontario and Elgin County through Affordable Housing. Our inventory includes both senior and family complexes for all to enjoy a safe and caring enviornment.

Preference will be given to candidates with personal and professional experience. We thank all for applying but only those selected for an interview will be contacted.

This position offers paid time off and a comprehensive benefit package.

**Posting Date: April 2, 2025**

**Application Deadline: 3:00pm Wednesday, April 30, 2025**

**Anticipated Start Date: Monday, May 26, 2025**

**EASTWOOD HOUSING CORPORATION
BOOKKEEPER**

**Reports to: Director of Operations**

* Responsibilities (Overview)
	+ Process invoice payments and rent payments
	+ Keep payroll ledger updated against ADP Reports on a biweekly basis
	+ Enter all journal entries into Yardi Breeze Property Management System
	+ Prepare bank deposits when there is a significant amount of cash on hand
	+ Prepare cheques for last months’ rent deposit interest when tenant moving out. Also deduct last months’ rent deposit interest against last month rent deposit at move out
	+ Accounts Receivable: Ensure all rent charges are correct
	+ Make changes for move ins and rent changes
	+ Complete monthly general journal entries
	+ Do LMR (Last Month Rent) charts to ensure they agree with Yardi Breeze Property Management System
	+ Balance trial balances monthly
	+ Prepare PAP information for all new tenants in Yardi Breeze Property Management System.
	+ LMR (Last Month Rent): In October, figure out the LMR deposit interest and prepare a letter for each tenant stating the amount which will be credited to their account in December
	+ Assist in office with public when needed
	+ Any other duties assigned by Management