

Finance Coordinator Contract with View Court Co-op

This Agreement made this _____ day of _____ 20_____
BETWEEN: View Court Co-op at 12 West 10th Avenue, Vancouver, British Columbia

AND: _____
(Herein after call the "CONTRACTOR")

WHEREAS View Court Co-op wishes to retain the CONTRACTOR as an independent contractor to provide consulting services to View Court Coop and the CONTRACTOR has agreed to such an engagement.

THEREFORE, in consideration of the mutual covenants and terms in this Agreement the parties agree as follows:

Position: Finance Coordinator; the CONTRACTOR shall report to _____ of the Board of Directors (View Court Co-op).

Term: The term of this Agreement shall be (subject to the final sentence below in Job Description section): from this ___ day of _____, 20___, to this _____ day of ____, 20___.

Both parties understand that the CONTRACTOR will:

1. Work independently
2. Set his or her own hours
3. Use his or her own tools and supplies
4. Use his or her own workspace
5. May hire and pay a substitute/replacement from time to time to perform the CONTRACTOR tasks as outlined in the contractual agreement below.

The CONTRACTOR is independent and as such, the parties understand and agree that compensation shall be payable without deductions or contributions for Federal or Provincial income tax, Employment Insurance, and Canada Pension Plan.

The parties agree that while performing services for View Court Co-op during the term of the Agreement the CONTRACTOR may offer services as an independent contractor to other parties provided that such outside contracts or retainers will not interfere in any way with the provision of satisfactory services by the consultant to View Court Co-op.

Compensation: View Court Co-op shall pay CONTRACTOR the rate of \$28.00 per hour to be paid in full at the end of each month upon receipt of the CONTRACTOR invoice. Hours reaching 12 hours per month or \$336.00 must be communicated with the Board of Directors for approval if more hours are anticipated.

(CONTRACTOR)

Date

(Witness)

Date

Job Description: The Finance Coordinator's job is to ensure that the View Court Co-op operating budget is in order, to plan and prepare for annual budgets, to review financial statements, to review and build upon our Capital Plan, to manage the View Court Co-op Housing Charge Assistance (subsidy) Fund and to assist in preparing the annual View Court Co-op Budget.

The Finance Coordinator will liaise on a regular basis with the View Court Co-op Board of Directors, the View Court Finance Committee, COHO Management Services Society (our financial management company), and with our auditors regarding financial matters pertaining to the View Court Co-op.

This position requires knowledge of budget preparation, financial statements, capital plans, good organizational skills, and attention to detail.

There will be a 6-month and an annual review and the contract will be signed each September.

Tasks: The Finance Coordinator will:

1. Liaise with the View Court Co-op Board of Directors and with the COHO Management Services Society on behalf of the Finance Committee regarding View Court Co-op financial matters.
2. Manage View Court's internally generated Housing Charge Assistance Fund:
 - a) Process housing charge requests from View Court members;
 - b) Collect income verification information when members apply for housing charge assistance, and three times per year from members who continue to receive housing charge assistance;
 - c) Calculate reduced housing charges allotted to members;
 - d) Monitor subsidy spending and the accumulation /depletion of reduced housing charge use on a monthly basis;
 - e) Recommend housing charge assistance formula changes (% of gross income, minimum housing charge, or MHSD shelter allowance) as necessary to the Finance Committee and the Board of Directors and notify View Court Co-op members of new housing charges if the formula changes;
 - f) Report changes in housing charge assistance during the year to COHO;
 - g) Communicate annual income verification data to auditors at fiscal year end.
3. The Finance Coordinator will assist the Board in preparing the Annual Budget and the long-term Capital Plan by:
 - a) Preparing the following aspects of the Annual Budget: revenue, operating expenses, administration, RRF, and housing charge increase calculation; and
 - b) Participate in developing and updating the long-term Capital Plan as directed by the Board.
4. Contact financial institutions regarding loans and mortgages.
5. Manage the financial work arising from large scale View Court Co-op remediation projects.
6. Maintain confidentiality of member information as required by PIPA regulations.
7. Report monthly about work completed to the View Court Co-op Finance Committee.
8. Respond to members' financial questions regarding housing charges, budget, or other financial information.

9. Perform a variety of financial tasks as required including, but not limited to, the following:
- a. Receive cheques, management letter, and other information by courier from our financial management company
 - b. Review Chart of Account numbers on invoices
 - c. Notify our financial management service of any reallocation to a different COA
 - d. Read the Management letter and review the monthly financial statement
 - e. Present the monthly financial statement at the Finance Committee
 - f. Distribute any information from our financial management service to the Board
 - g. Return the signed cheques to our management service after the Finance Committee meeting
 - h. Distribute any cheques to contractors living in the co-op
 - i. Send cheque requests to our financial management service as necessary
 - j. Receive and monitor the income register and notify the Board of any arrears
 - k. After the Budget GM, send the new budget, new housing charges, and the new Reduced Housing Charge formula to our financial management service
 - l. At fiscal year-end, send complete summary of new housing charges for all members to our financial management service
 - m. Advise the Board when any surplus should be transferred to the RRF
 - n. Insure that the tax grant papers are signed, sealed and returned to our management service
 - o. Distribute tax grant cheques to eligible members
 - p. Keep track of the petty cash funds and assist members of different committee in filling out the petty cash forms as necessary
 - q. Have members holding petty cash sign a "Petty Cash Receipt" form
 - r. Other finance related tasks as they arise in the Finance Committee or as directed by the Board

10) Coordinate move-in financial procedures for new members and send move-in/move out summary to our management service

(CONTRACTOR)

(Date)

(Witness)

(Date)