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**Title: Bookkeeping/Administrative Assistant**

**Location:** Burnaby, BC

**Wage:** \$14.00/hour + 4% vacation pay

**Employment type:** Temporary full-time (35 hours/week, up to 16 weeks)

**Anticipated start date:** on or after April 23<sup>rd</sup>, 2018

**About BC School Sports**

As the governing body for school sport in BC our mission statement reflects the membership's drive for service excellence and a commitment to being a student-centered, school driven organization. Every program and service offered by the association is directed towards student-athletes and/or the volunteer teacher and community coaches who spend hours of time helping students to achieve their goals.

*BCSS is a membership based organization of schools. We fulfill our mission by:*

- promoting student participation in extra-curricular activities
- assisting schools in the development and delivery of their programs
- providing governance for inter-school competition

We are looking for bright and energetic candidates who are excited to further their education and gain valuable experience as they prepare to take the next steps towards their career.

**Bookkeeping Responsibilities**

Working under the Financial Officer, the incumbent will:

- Assist in accounts receivables and payables for the Sport Commissions
- Maintain subsidiary accounts by verifying, allocating, and posting transactions
- Balance subsidiary accounts by reconciling entries
- Maintain general ledger by transferring subsidiary account summaries
- Balance general ledger by preparing a trial balance; reconciling entries
- Maintain historical records by filing documents

**Administrative Responsibilities**

The incumbent will work in a team-based environment along with the office staff to help complete the following summer projects and tasks:

- Assist with and organize incoming scholarship applications
- Assist with BCSS AGM preparation and meeting
- Provide support for the annual BC School Sports Membership package
- Assist with office tasks including filing, reception duties and routine matters using the Student-Athlete Registration Systems (STARS) database
- Contact existing and new customers to advertise in our Accommodations Directory and handbook. Track and report on progress, sales metrics and website analytics. Work with financial officer to ensure all marketing and advertising invoices are tracked and distributed accurately.
- Attend and provide support for Zone and Provincial Championships

**Key Qualifications, Experience, Skills**

- Minimum two semesters of post-secondary education completed
- Experience with the following software products would be considered an asset; QuickBooks or other accounting software, Microsoft Word, Excel, Access and Outlook
- The ideal candidate will be highly motivated, organized, accountable, and have strong attention to detail

**Notes:**

- Applicant must be returning to school on a full-time basis in the upcoming academic year
- Applicant must be a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Applicant is legally entitled to work according to the relevant provincial legislations and regulations
- Anticipated start date is on or after April 23<sup>rd</sup> and work length will be up to 16 weeks, and is dependent on funding
- BCSS supports employment equity. Workers of colour, visible minorities, women, aboriginal workers, LGBTQI2S workers are encouraged to apply for positions with BC Schools Sports.