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**Title: Bookkeeping/Administrative Assistant**

**Location:** Burnaby, BC

**Wage:** \$14.50/hour + 4% vacation pay

**Employment type:** Temporary full-time (32-35 hours/week, up to 16 weeks)

**Anticipated start date:** on or after May 6<sup>th</sup>, 2019

**About BC School Sports**

As the governing body for school sport in BC our mission statement reflects the membership's drive to foster the development of good character through positive and equitable school-based sport experiences. 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 gain valuable experience as they prepare to take the next steps towards their career.

**Bookkeeping Responsibilities**

Working under the Manager of Finance and Grants, the Bookkeeping/Administrative Assistant will:

- Assist in accounts receivables and payables for the 11 Sport Commissions
- Prepare annual membership invoices for 470 member schools
- 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
- Prepare bank deposits
- Maintain historical records by filing documents

**Administrative Responsibilities**

The Bookkeeping/Administrative Assistant 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
- Provide support for the annual BC School Sports Membership package
- Assist with general office tasks and routine matters using the Student-Athlete Registration Systems (STARS) database
- Attend and provide support for Zone and Provincial Championships

**Key Qualifications, Experience, Skills**

- Minimum high school diploma. Ideally completed one year or more of post-secondary education and or have work experience in related field.
- Experience with the following software products would be considered an asset; QuickBooks or other accounting software, Microsoft Office Suite (Word, Excel, Powerpoint, Access and Outlook)
- The ideal candidate will be highly motivated, organized, accountable, and have strong attention to detail

**Notes:**

- 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 May 6<sup>th</sup> and work length will be up to 16 weeks, and is dependent on funding
- 5 day work week for May and June, 4 day compressed work week for July and August
- BCSS supports employment equity. Workers of colour, visible minorities, women, aboriginal workers, LGBTQI2S workers are encouraged to apply for positions with BC Schools Sports.
- Please email resume and cover letter to Karen Hum at [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca) by Monday March 4<sup>th</sup>, 2019