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Title: Bookkeeping/Administrative Assistant

Location: Burnaby, BC

Wage: \$15.50/hour + 4% vacation pay

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

Anticipated start date: on or after May 4th, 2020

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 Membership Services, 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 4th 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.