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Position Title: Bookkeeper
Location: Burnaby, BC (Work to be performed in the BCSS Office)
Employment type: Contractor – Part-Time
Hours of Work: Variable, average 15 hours per week, with various weeks being more or less depending on the time of year and demands. Working hours are flexible.
Hourly Rate: \$25.00 per hour
Term: 1-3 year contract, renewable
Start Date: Mid-October 2019

Summary

If you are a highly organized and detailed oriented individual with experience in the execution and management of not-for-profit organizations' financial operations this could be a great opportunity. As a part-time contractor, this position is ideal for someone looking for flexibility and part-time work. (i.e., someone recently retired, or re-entering the workforce after being a stay-at-home parent).

We are a small office which works to support each other, and service our member schools. If you think you would be a good fit for this type of dynamic role, please consider submitting an application.

About BC School Sports

BC School Sports is a not-for-profit organization and registered charity, with a Mission Statement of *"to foster the development of good character through positive and equitable school-based sport experiences."* As the governing body for school sport across BC, we sanction and coordinate school sport for over 460 member schools, in 19 official sports.

Main Responsibilities

Reporting to the Executive Director:

- Executes full-cycle accounting, including accounts payables and accounts receivables, including receipt of invoices, ordering services, invoicing, receipts, monthly reporting and statements to clients or stakeholders in accordance with GAAP
- Manages organizational cash flow
- Prepares bank deposits and monthly reconciliations
- Prepares GST Reports and Returns
- Prepares charitable donations and receipting
- Assists with the preparation of financial reporting for applicable grants
- Executes payments for scholarships and administers T4A statements
- Liaises with Auditor and Accountants regarding audit and financial statement matters
- Liaises with banks regarding signing authorities and banking matters as required
- Provides financial reports to Executive Director
- Assists the Executive Director with the development of annual and project budgets
- Executes payroll (through a 3rd party) and reconciles payroll payments
- Manages billing of member schools for member dues, eligibility filings and fines
- Provides feedback to the Executive Director to create systems and policies for good financial and operations management

- Assists in the development and updating of organizational policies and processes
- Works with the Executive Director on organizational record keeping
- Other accounting related duties as required or assigned by the Executive Director
- Works with the Executive Director to create, implement and manage procedures and processes for Commissions and Associations to report to BC Schools Sports.

Required Skills, Abilities and Characteristics

- A demonstrable understanding of accounting practices and GAAP
- An understanding of the strategies and mechanics of budgeting for funding and managing the finances of a non-profit organization
- Sound knowledge of modern business office methods and procedures
- Sound knowledge in the use of personal computers and applicable software programs
- Excellent organizational skills
- Experience in working in the education system and/or a not-for-profit organization
- Must be able to think innovatively, strategically and critically, have excellent judgment and be able to work in a dynamic environment
- Flexibility to prioritize work to meet changing organizational needs and juggle multiple tasks and deadlines concurrently

Required Education and Qualifications

- A minimum of 5 years of bookkeeping experience in a not-for-profit setting. An accounting diploma or certificate would be an asset.
- Experience owning final responsibility for the quality and content of financial data, reporting and audit coordination for an organization
- Experience working with accounting software (ie. Quickbooks, Simply Sage etc.)

Notes:

- The Applicant must be a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- The applicant is legally entitled to work according to the relevant provincial legislation and regulations
- Applicant must be able to provide an acceptable criminal record check

Application Instructions

This contract position will remain open until filled. Review of submissions will begin on October 8th, 2019 but will continue until a suitable candidate is found. To ensure your application is considered please email a resume in .doc or .pdf format to jabney@bcschoolsports.ca.