



Job Posting: Bookkeeper - Chilliwack Curling Club and Community Centre

The Chilliwack Curling Club and Community Centre is seeking a dedicated and experienced Bookkeeper to join our administrative team. This position will play a vital role in maintaining our financial integrity and supporting the day-to-day operations of the club reporting to our General Manager.

Start Date: July 1st, 2024
Work Schedule: Part-time, 3 days per week
Closing Date: June 24th, 2024

Responsibilities:

- Keep accurate financial records using Sage 50 - Canadian Edition 2024 Edition.
- Create, maintain, and balance accounts
- Post journal entries and ensure transactions are accurately recorded
- Perform account reconciliation to match bank or credit card statements
- Prepare trial balances and maintain general ledgers
- Generate financial statements and reports as requested.
- Calculate and prepare paycheques using Ceridian
- Calculate and prepare cheques
- Create and reconcile payments for utilities, taxes, GST, PST on a monthly, quarterly or annual basis as required
- Complete and submit taxes, workers' compensation, pension contribution forms, and other government documents as required
- Support in the Preparing of tax returns and ensure compliance with regulatory requirements
- Provide support in preparing statistical, financial, and accounting reports

Qualifications:

- Previous experience in bookkeeping or accounting role
- Proficiency in accounting software (SAGE) and MS Office Suite (Excel, Word, Outlook) or Google Suites
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Ability to work independently and prioritize tasks effectively
- Knowledge of curling or sports club administration is an asset
- Knowledge of food, beverage and event hosting administration is an asset.

Remuneration: \$25-\$30 per hour.

Application Process:

Please submit your resume and cover letter outlining your qualifications and relevant experience to wsutton@curlchilliwack.org by June 24th, 2024. In your cover letter, please indicate your availability to start and your preferred work schedule. We thank all applicants for their interest in joining the Chilliwack Curling Club and Community Centre. Only those selected for an interview will be contacted.