

Job Posting

Club Bookkeeper

(Part-Time Contract Position)

The Opportunity:

The Port Moody Curling Club is a vibrant curling club with 6 sheets of curling ice and a growing membership of approximately 550 active members of all ages and abilities.

Reporting to the Treasurer, the Club Bookkeeper will assist with Club financial recordkeeping, including the following:

1. Create, maintain and balance Club and Bar accounts using manual and computerized systems (Wave, Google Suite).
2. Reconcile the Club's bank accounts and payments received from Sports Pay.
3. Prepare monthly financial statements.
4. Complete and submit T4A, GST & Workers' compensation and other government filing as required.
5. Prepare annual tax return for the Club.
6. Prepare statistical, financial and accounting reports for Board meetings and the Annual General Meeting (March).
7. Performs sundry other duties as directed by the Treasurer.

While responsibilities cover the full year, the seasonal nature of the Club requires the Bookkeeper to work a flexible and variable schedule, depending on the time of year.

Target start date: ASAP

Qualifications:

- A secondary school diploma, along with one of the following:
 - Completion of a college program in accounting, bookkeeping or a related field
 - Bookkeeping or accounting courses, along with several years of financial or accounting clerk experience
- A strong understanding of computers and cloud applications
- The ability to use Microsoft Office and/or other similar desktop applications.
- *Asset: Has familiarity with the sport of curling (as a curler or curling enthusiast)*

Compensation:

This is a contract position, and the successful contractor will be responsible for their own taxes and benefits. The rate of pay is **\$28/hour**.

To Apply:

Please email cover letter and resume to:

Amber Kostuchenko, PMCC Board President

President@portmoodycurling.ca

We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.