



Bookkeeper/Administrative Assistant – Part Time

Post Date: June 29, 2020

Application Deadline: July 13, 2020 by midnight.

Position Start Date: August 10, 2020 or earlier if possible, however will depend on the availability of the successful candidate.

ABOUT SQUASH BC

Squash BC is a non-profit organization providing leadership and direction for the growth and development of the sport of squash in BC. Committed to collaboration and community, Squash BC channels the intensity and passion for the sport into opportunities for squash players of today and tomorrow. Through driving awareness and advocacy inside and outside the squash court, Squash BC's goals are to provide leadership in promoting the sport, provide access to funding and enabling lasting connections for its members across the province.

Position is based in Vancouver, BC in a small office. Squash BC offers a flexible work environment including flexibility to work outside the Squash BC office as well as work flexible hours.

POSITION SUMMARY

Bookkeeper/Administrative Assistant

Part Time - approx. 10 hours per week on average. Note: during certain time periods like government reporting periods the hours may increase.

Squash BC, a non-profit sport organization located in Vancouver, is looking for a positive, personable individual looking for part time work to join our team! We are currently seeking an experienced bookkeeper/administrative assistant for our small-size organization. The starting rate is \$18.00 - \$25.00 per hour, depending on experience. We are looking to fill this position as soon as possible.

The Bookkeeper/Administrative Assistant will be responsible for the bookkeeping and a wide variety of clerical office duties as listed below:

Responsibilities: Perform general bookkeeping duties and a variety of clerical office duties:

- Posting information to accounting software and regularly reconciling accounts using QuickBooks Online.
- Maintain annual budget and chart of accounts
- Perform other reconciliations as required
- Issue quarterly internal financial statements for review by and approval from the Director of Finance.
- Ensure legal requirements are met
- Record day-to-day financial transactions and complete posting process
- Verify that transactions are recorded in the correct quarter
- Perform general ledger upkeep
- Comply with federal, provincial and company policies, procedures and regulations

- Reconcile and report discrepancies in records
- Complete and submit tax forms and other government documents
- Prepare purchase orders and expense reports
- Compile statistical, financial, accounting and auditing reports
- Maintain records and financial statements
- Provide administrative support to the Squash BC team as required e.g. filing, photocopying, mailing/courier, etc.
- Reporting to the Executive Director and accountable to the Director of Finance.

Qualifications and Assets:

- Proven bookkeeping experience using QuickBooks Online
- Solid understanding of basic bookkeeping and accounting principles
- Proven ability to calculate, post and manage figures and financial records
- Strong time management skills with respect for deadlines
- Hands-on experience with spreadsheets and proprietary software
- Proficiency with Microsoft Office products and Google Suite products
- High degree of accuracy and attention to detail
- Ability to identify errors and solve problems
- Decisive and critical thinker
- Excellent communicator capable of managing the flow of information verbal and in written form.

Qualified applicants are to send their letter of interest along with a resume outlining why they are suited for this position, possible start date and compensation expectations in confidence to squashbc.careers@gmail.com. Applications will be received up until July 13, 2020.

We thank all applicants in advance for their interest in Squash BC; however only those selected for an interview will be contacted.