

JOB POSTING

Bookkeeper (Part-Time)

Sport for Life Society is recognized as the national experts on Sport for Life, Long-Term Athlete Development (LTAD), and Physical Literacy Development. Sport for Life is a movement to improve the quality of sport and physical activity in Canada that links sport, education, recreation and health, and aligns community, provincial, and national programming. LTAD is a seven-stage training, competition and recovery pathway guiding an individual's experience in sport and physical activity from infancy through all phases of adulthood. Sport for Life, with LTAD and physical literacy, represent a paradigm shift in the way Canadians lead and deliver sport and physical activity in Canada.

Reports to: Manager of Finance

Position Description

Our organization is looking for an experienced Bookkeeper to assist in project accounting and finance requirements.

Roles & Responsibilities

- Accounts Receivable support, including preparing invoices and reconciling transactions.
- Accounts Payable support, including tracking and processing invoices and expense reports, and posting transactions.
- Responsible for journal entries and account reconciliations
- Develop and prepare financial reports for projects
- Financial analysis and budget reporting

Job Requirements

- Excellent communication skills, both verbal and written.
- Excellent attention to detail
- Ability to learn quickly and prioritize requirements.
- Able to build organized and technically sound documents.
- Ability to work in a small team environment and build relationships.

Qualifications

- Degree or diploma in accounting or related field or equivalent experience
- A minimum of five years' experience in accounts payable, accounts receivable, general ledger, and financial reports.
- This position will require working with Quickbooks software. Previous work experience with the software required.
- Must be proficient with Excel applications.
- Strong working knowledge of accounting principles.
- Experience working with government grants is an asset, but not required.

The annual salary for this position is \$28,600 based on 20 hours per week (\$27.50/hour). Position will be based in the Sport for Life head office in Victoria, BC.

Please submit cover letter and resume by **October 28, 2019** to office@sportforlife.ca. We thank all applicants for their interest but note that only short-listed candidates will be contacted.