



Bookkeeper

Position Description and Posting

Curling Alberta is the provincial sport governing body responsible for overseeing the growth and development of curling in the province of Alberta. The organization is seeking a part-time bookkeeper to support day-to-day operations. This role is an important part of the team and is responsible for ensuring the smooth running of the society and will report to the Executive Director. As such this person must be professional, timely, have precise communication skills, and be entirely comfortable with all aspects of bookkeeping.

What You'll Be Doing

- All facets of transactional accounting from A/R to A/P, reconciliations, accruals, and monthly statements
- Data collection & entry, vendor account reconciliations, payment processing via direct deposit, and cheque printing
- PO Accrual (Month end)
- A/R/Collections
 - Effectively evaluates contractual agreements to ensure employer obligations are met and payments are received on time
 - Posts and reconciles invoices and customer payments to general ledgers
 - Effectively manages bank, credit card, and general ledger reconciliations including day-to-day transactions and monthly reconciliations
 - Creates and enters accurate invoices, payments, and statements
 - Liaises with customers / clients and vendors regarding account balances and overdue payments
 - Reviews all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to corporate billing records to resolve billing discrepancies or misapplied payment transactions
 - Accurately completes month-end closings and journal entry postings including prepaid expenses, accruals, fixed asset schedules and depreciation
 - Produces and maintains accurate accounts payable and receivable aging reports, as well as other ad hoc accounting / finance reporting requirements

- Effectively applies accounting policies, rules and regulations, and internal control systems to ensure compliance with applicable standards and clean audit.
- Record and post entries for third-party payroll system
- Calculate, record, and pay all appropriate government remittances
- Complete/assist Director with annual budget preparation and monitoring
- Complete/assist with preparation of T4s/T4a's and related reports
- Assist to complete accountability reports related to grants and gaming funds.

Skills and Education

- Post-Secondary Education or comparable experience in accounting.
- Minimum of 3 - 5 years direct experience in a variety of accounting roles and capacities (A/P, A/R, general ledger, and account reconciliations)
- Demonstrated effectiveness in full cycle accounting and bookkeeping, and all transactional accounting functions
- Able to perform moderate to complex account reconciliations (including Bank and Visa)
- You can make QuickBooks Online Sing! You have demonstrated proficiency and experience with QuickBooks
- Exceptional interpersonal skills to enable collaboration and effective communication
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Demonstrate knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting
- Proficient knowledge of MS Office 365 applications with advanced Excel skills
- Effective attention to detail and a high degree of accuracy with the insight to coordinate priorities efficiently
- Strong problem identification and problem resolution skills
- Productive and efficient in planning and executing work with the ability to multi-task
- Ability to establish effective working relationships that foster organizational success
- Ability to work independently and contribute to accounting team objectives and workload

Hours and Nature of Work

- This is a part-time, hourly contract position with flexibility in the work schedule.
- There is potential for a hybrid work arrangement (i.e.- both in-office and remote work).
At least one day per week will be required in office (11759 Groat Road NW, Edmonton).

Compensation

- The hourly compensation range for this position starts at \$25 per hour depending on experience and qualifications.
- Any out-of-pocket expenses will be reimbursed as per Curling Alberta's expense policies.

To Apply

Come as you are. You are welcome here! Curling Alberta is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e., members of Black, Indigenous, and People of Colour (BIPOC) communities). We offer a welcoming, inclusive, and supportive environment with a focus on teamwork and collaboration.

Interested applicants may apply by sending their resume to jill.richard@curlingalberta.ca by September 11, 2023.