



Part-Time Bookkeeper– Job Posting

Squash Alberta is seeking an experienced part-time bookkeeper to work approximately 15 to 20 hours per month. The successful candidate will report directly to the Executive Director.

Specific areas of responsibility will include:

- Manage accounts payable and receivable
- Management of all payments which include but not limited to cheques, credit cards, e-transfers, and direct deposits
- Prepare cheques, bank deposits and make bank deposits as required
- Reconcile bank statements
- Prepare payroll
- Prepare GST reports
- Prepare monthly financial reports
- Maintain complete filing system to support financial records
- Prepare Casino reports as required
- Prepare working papers for the annual audit

Qualifications:

- Minimum of two years experience working with QuickBooks and Microsoft Excel
- A solid understanding of accounting standards as they apply to the not-for-profit sector
- Strong oral and written communication skills

Interested individuals should submit their cover letter and resume with hourly salary expectation by 5:00pm MDT on Friday August 11th, 2017 to:

Tim Landeryou-Executive Director
tim@squashalberta.com

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