



Vancouver Curling Club

JOB TITLE: Bookkeeper

REPORTS TO: General Manager

Summary:

The Vancouver Curling Club (VCC), located in the Hillcrest Centre recreational complex, offers a unique opportunity for the right candidate to join an innovative team dedicated to operating a world-class curling facility.

VCC is a nonprofit association committed to the development of its more than 1,400 members and thousands of annual visitors/guests through the provision of high quality on-ice and off-ice experiences and learning opportunities. The combined efforts and dedication of staff, volunteers and volunteer Board members result in a warm and welcoming atmosphere in a state-of-the-art facility, a legacy of the 2010 Olympic and Paralympic Winter Games.

VCC is currently seeking a part-time bookkeeper to start immediately for an annual term: September to mid-May, with reduced hours June through August. As the Bookkeeper, your role is central in overseeing the financial operations of the Vancouver Curling Club.

This position is currently 10-20 hours per week September to mid-May, with reduced hours June through August. Compensation is \$18 to \$25 per hour based on experience.

Responsibilities and Duties:

- processing accounts payable/receivable
- bank reconciliations
- preparing sales tax returns
- processing payroll
- generating month end financial statements
- supporting the Senior Administration team with effective financial processes, communication practices, organized filing systems (both hard copy and digital) and reporting
- assist with preparation of Year End documents for accountant
- additional duties as required

Experience and Skills:

- University degree or college diploma, preferably with emphasis on financial management
- Professional experience with retail and membership-based organizations is an asset
- minimum of five years of bookkeeping and financial reporting experience
- a general understanding of GST and PST
- experience with accrual accounting
- experience with QuickBooks and online payroll systems

- professional, with a proven ability for accuracy and time management
- attention to detail
- multi-tasking
- problem solving with excellent communication skills
- ability to adjust to the changing needs of the organization

Applicants are encouraged to submit a short cover letter and résumé expressing interest in the position, to hr@vancurl.com.

VCC is an equal opportunity employer. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability.

We thank all candidates for their interest but only selected candidates will be contacted for an interview. No phone calls please. The competition will remain open until a suitable candidate is found.