



SAANICH MINOR HOCKEY ASSOCIATION

Job Title:	BOOK KEEPER	Job Category:	SMHA Book Keeper Job #100002
Location:	Saanich BC Pearkes Recreation	Travel Required:	n/a
Level/Salary Range:	For Discussion	Position Type:	Part-Time
HR Contact:	Ian Jones	Date posted:	May 21, 2018
Will Train Applicant(s):	Yes	Posting Expires:	May 27, 2018
Applications Accepted By:			
E-mail or Mail: vpadmin@saanichminorhockey.com Subject Line: SMHA Bookkeeper Job #100002 Attention : Ian Jones		Mail: Saanich Minor Hockey Association 3100 Tillicum Rd. Victoria, BC V9A 6T2	
Job Description			
Role and Responsibilities			
<p>This is a contracted, fee-for-service position that has variable seasonal demands roughly equating to 6-12 hours hours/week. We are a dynamic, volunteer driven organization dedicated to providing a great experience to families who are enrolling their young person in our hockey programs. We are looking for an organized person to support this experience with efficient and timely information support for both the executive and the membership principally with regard to financial accounts receivable and payable. You are someone who enjoys people and working on a team. This position reports to the Vice President of Governance and Operations for the Saanich Minor Hockey Association. This position is available immediately.</p>			
Duties:			
<ul style="list-style-type: none"> ● Key in all accounts payable (AP) and Accounts receivable (AR) in the current maintained Simply Account Books; ● Arrange all deposits in a timely manner; ● Draft cheques for AP bi-weekly ● Reconcile banks and credit card transactions monthly; ● Reconcile the master list, Hockey Canada Registration and Accounts Receivable ensuring all match ● Complete and track gaming licenses under the Gaming Policy and Enforcement Branch; ● Must perform various other administrative duties as required by the President, VP or Treasurer; <ul style="list-style-type: none"> ○ Shall report to the treasurer any outstanding issues or concerns ● Ability to have a flexible schedule due to demands of the position - schedule will vary; 			
Preferred Skills:			
<ol style="list-style-type: none"> 1. Strong Bookkeeping skills are essential with a proficiency in account reconciliation <ol style="list-style-type: none"> a. Adjusting entries and producing financial reports 2. Experience and strong knowledge of Simply Accounting 3. Strong Excel and Windows Office (or equivalent) 4. Strong organizational, time management and client service skills 5. Strong written and oral English communication skills 			
Reviewed By:	Ian Jones	Date:	May 21, 2018
Approved By:	Dave Horricks	Date:	May 21, 2018
Last Updated By:		Date/Time:	May 21, 2018