



LAKE BONAVISTA COMMUNITY ASSOCIATION

1401 Acadia Dr SE Calgary, AB T2J 4C6

POSITION TITLE: Bookkeeper/Accountant

REPORTS TO: General Manager

JOB SUMMARY

The Lake Bonavista Community Association is now accepting applications for the position of Bookkeeper/Accountant. The position is a twelve-month part time position, working up to 15-20 hours per week. The LBCA is a busy recreation centre with 2 sheets ice, gym, fitness studio, and meeting rooms located in southeast Calgary.

The successful candidate will be very proficient with Quickbooks, have full life cycle bookkeeping experience and be looking for a fun, relaxed and motivated workplace. Experience of a non profit environment would be an asset.

INTERACTS WITH:

Board of Directors, staff, program coordinators/committees, LBCA external auditors and Municipal, Provincial and Federal Government departments, Ceridian Canada, Royal Bank and Sunlife (re payroll benefits)

KEY RESPONSIBILITIES:

Accounting and Financial

- Codes and inputs into the Quickbooks Pro accounting software, all deposits, invoices, supplier invoices, payroll, Activenet registrations and bookings, Hockey (HCR) registrations and journal entries and produces cheques for signing.
- Prepares all journal entries on Quickbooks Pro which would include payroll, investment income, balance sheet entries, accruals, bank and admin fees, facility usage, capital grants, correcting/adjusting entries on a monthly basis.
- Prepares weekly deposit summaries, balances the cash, cheques, debits and credit cards and prepares the bank deposits and takes the deposits to the bank.
- Reconciles monthly HCR (Hockey registration system) to Quickbooks.
- Prepares monthly analyses of balance sheet accounts
- Prepares and distributes on a monthly basis, and other times when required, all financial reports including Balance Sheet, Income Statements, Individual Program financials and General Ledger reports.
- Prepares bi-weekly payroll tracking report (daily hours worked, vacation, sick pay, in lieu hours, time off without pay), enters payroll into Ceridian Canada payroll system for processing, generates monthly vacation, sick pay, in lieu hours report for full-time staff,

processes terminations and new hires; checks year-end payroll reports before requesting employee T4's and prepares contract personnel T3's .

- Assists with the preparation of the Annual Operating Budgets and inputs approved budget into Quickbooks Pro accounting software.
- Reconciles the monthly bank statements and checks all cash and petty cash floats on a weekly basis.
- Prepares year-end journal entries including capital asset amortization, receivables, prepaids, accruals and reclassifications.
- Prepares reconciliations and supporting working papers and spreadsheets, and draft financial statements for the auditors. Verifies adjusting entries and final financial statements.
- Completes Monthly, Quarterly, or Annual Reports that are required for Revenue Canada and Alberta Gaming, WCB, i.e. GST, Annual Charity Return, Casino and WCB Reports.

SKILLS:

Simply Accounting / Quickbooks 5- 10 years

Bookkeeping/Accounting: 10 years

Preference to someone enrolled in or completing accounting certificates

Job Type: Full-time

Experience:

QuickBooks: 5 - 10 years

Bookkeeping/Accounting: 5 -10 years

ATTRIBUTES:

- Excellent working knowledge of all computer systems including the software packages of Quickbooks, EXCEL, WORD, Activenet and any other programs that the Lake Bonavista Community Association is using.
- A good knowledge of all the aspects of accounting such as month-end journal entries, prepayments and accruals, bank reconciliations, budgeting, preparation of financial reports.
- A friendly and pleasant personality.
- A good communicator
- Ability to work as a team player

HOURS OF WORK:

15-20 hours per week depending on the time of year.

Submit resume to: accounts@lakebonavistacommunity.com. Closing date: July 15, 2018.

Thank you for your resume. No Phone calls please.