**Innisfil Minor Hockey Association**

**Bookkeeper**

**Position Responsibilities**

Innisfil Minor Hockey Association is looking for a part time bookkeeper to assist with the financial management of our association.

Bookkeeper Responsibilities

* Post to general ledger
* Reconcile banks
* Reconcile year end activity by working together with treasurer and administrator to reconcile registrations, tournament intercompany, ice costs, team activity etc.
* Prepare Financial Statement to present to our membership at the AGM
* Prepare a year end audit box with a complete set of working papers and financials for auditor

Assist the treasurer where needed with the following:

* Preparation of annual budget and present to the Board
* Deposits
* Prepare cheques, get cheques signed etc.
* Attend Board meetings when needed

Experience

* Working knowledge of bookkeeping tasks and tools
* Preferred – 2 years plus bookkeeping experience
* Working knowledge of financials for non-profit organizations is an asset

Competencies

* Commitment to maintaining strict confidentiality
* Strong organizational, time management and multi-tasking skills
* Good interpersonal and communication skills
* Flexible availability
* Must have the ability to communicate effectively via email and other electronic
* correspondences
* Proficient with Microsoft Office programs, virtual meeting software and bookkeeping software
* Independent, self-motivated worker and must have a positive attitude

Compensation

* 1-year contract
* Additional compensation plan available