



## **Bookkeeper & Office Administrator**

Nordiq Alberta is the provincial sport governing body responsible for overseeing the growth and development of the sport of cross-country skiing in the province of Alberta. The organization is seeking a full-time **Bookkeeper & Office Administrator** to support the day-to-day operations of the office. The Bookkeeper & Office Administrator will report to the Director of Operations & Provincial Coach as well as the Treasurer.

This role is an important part of the team and is responsible for ensuring the smooth running of the society. As such this person must be professional, timely, have precise communication skills, and be entirely comfortable with aspects of both bookkeeping and administrative support.

### **POSITION SUMMARY**

The successful candidate's responsibilities will include, but not be limited to:

- Executing all duties surrounding the bookkeeping, record management, and administration support to the Director
- Oversee all office administration
- Maintain financial records of the society and establish, maintain, and balance various accounts using a computerized bookkeeping system
- Maintain general ledgers and prepare financial statements
- Pay invoices to vendors by writing checks and using the electronic payment system
- Tracking and keeping the society's expenses while notifying the Director of variances to budget
- Provides administrative support to Staff and Board members (expenditure allocations, travel planning, etc)
- Additional tasks as directed by the Director

### ***Administrator Tasks***

- Oversight of the Directors' office and records (examples may include but are not limited to calendar management, prepare & distribute meeting materials, record and/or transcribe minutes, and prepare expense reports)
- Professionally format and type letters, memos, minutes, agendas, etc.
- Update and maintain office procedures manual, accounting manual, etc.
- Organize meetings and travel requirements for staff and Board Members (Board Meeting attendance & minute taking and/or transcribing as required)
- Maintain an organized and thorough filing system using Google Drive
- Handle all day-to-day matters including sensitive and confidential situations with a high degree of tact, confidentiality, and professionalism

### ***Bookkeeping Tasks***

- Maintain full accounts receivable sub ledger system (issue invoices, record payments, and prepare bank deposits)
- Maintain full accounts payable sub ledger system (code and post invoices, ensure invoices are approved for payment, enter payments for direct funds deposits and/or issue any



- cheques)
- Maintain general ledger (balance control accounts to sub ledger for accounts receivable and accounts payable)
  - Reconcile bank accounts (daily preventative monitoring of accounts for fraudulent behaviours)
  - Prepare and record all general journal entries including monthly accrual entries
  - Record and post entries for third-party payroll system
  - Perform all general bookkeeping duties to trial balance and print monthly internal financial statements for review by the Finance and Audit Committee
  - Calculate, record, and pay all appropriate government remittances including WCB, PST, HST and GST
  - Complete the preparation of monthly, quarterly, and annual financial reports
  - Complete/assist Director with annual budget preparation
  - Complete/assist with preparation of T4s and related reports
  - Complete year-end preparations for all annual filings, including financial audits as required

## **QUALIFICATIONS**

The ideal candidate would meet or exceed the following:

- Experience supporting a management team
- Office management experience
- Experience and/or aptitude with financial software such as Quickbooks online
- Strong computer skills including Microsoft Office Suite and Google products
- Excellent interpersonal skills (including written & verbal communication skills), ability to learn quickly and self-motivated
- Ability to exercise good judgment, show initiative and be proactive
- High standard of ethics and confidentiality to handle sensitive information
- Ability to prioritize, meet deadlines, work under pressure, and adapt to a fast-paced changing environment while maintaining attention to detail

## **EDUCATION**

- Bachelor's degree or Business Administration Diploma with specialization in accounting
- Previous bookkeeping and administrative experience in a non-profit organization environment would be considered a significant asset

**Location of employment:** This is a remote position, but Nordiq Alberta has offices in Edmonton and runs programming out of various locations in Alberta.

Nordiq Alberta is committed to employment equity and diversity and encourages applications from all qualified individuals.

**Competitive compensation and benefits.** Please email your resume and cover letter to [manager@nordiqalberta.ca](mailto:manager@nordiqalberta.ca). Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants, however only those selected for interviews will be contacted.