



## **Brampton Canadettes Girls Hockey Association**

340 Vodden St E, Brampton, ON L6V 2N2

<https://bramptoncanadettes.com/>

The BCGHA is a volunteer-based, non-profit sports organization responsible for administration of hockey leagues. ***Creating great people and hockey players since 1963.***

**Our Mission Statement** – *The main goal of our organization is to provide a safe environment where our girls will be encouraged to be the best they can be. Part of being the best includes not only on-ice performance but also performance in the classroom and in their community. We strive to instill the virtues of leadership, self-confidence and sportsmanship in all of our players and volunteers within the organization. The Brampton Canadettes are committed to creating a great hockey experience for all of its players. Our mandate is to teach our players and volunteers valuable lessons through hockey that they can also apply to their lives away from the rink.*

### **Job Opportunity Title: Bookkeeper**

Contract -2 year

Relationship: Position will work alongside the Treasurer and liaise with the Brampton Canadettes Girls Hockey Association's Executive Committee. Preference will be given to candidates who have good office and accounting skills.

#### Education and Experience:

- Minimum Grade 12 diploma
- Must be detail-oriented, accurate and organized
- 2+ years bookkeeping experience
- Good standing with Institute of Professional Bookkeepers of Canada (IPBC) or equivalent
- Must be proficient at Simply Accounting
- Accounting diploma considered an asset

#### Core Skills:

- Excellent computer skills including Microsoft Office applications
- Experience with office equipment including photocopies, scanners, etc.
- Detail-oriented, organized and able to meet deadlines
- Excellent interpersonal skills and good telephone manner
- Ability to keep records, conversations and activities confidential

Responsibilities: BOOKEEPING: NO CHEQUE SIGNING AUTHORITY and VOTING

- Maintain general ledger for Brampton Canadettes in addition to paying bills and making deposits as well as monthly bank reconciliations for club bank accounts – general account, tournament account, subsidy account, savings acct and bingo accounts
- Create and maintain invoice system for invoices to rep teams and handle collections and reminders to teams
- Maintain contact with OWHA regarding registrations of rep teams and house league teams, including but not limited to, delivering Team Waivers and Finance forms for all rep teams and house league teams, follow up with OWHA on team, player and coach approvals, additions, and subsequent billing as required to rep teams
- Prepare monthly bingo report and filings with the City of Brampton, including police checks for President and semiannual bingo applications
- Coordinate subsequent payout of scholarship awards to schools
- Ice that is returned to the City must be sent to the bookkeeper to ensure credit is applied to ice invoices
- Reconcile and pay ice bills to City of Brampton on a monthly basis
- Maintain tournament financials and file post event reports with OWHA and City of Brampton, make payments to referees subsequent to event
- Send to the Treasurer for annual financial audit all bank statements, cancelled cheques, requested backup for cheques written and deposits made as well as preparation of annual tax returns
- Summarize from Arbiter all games and make payments monthly to referees (mail to refs).
- Request tournament sanctioning for 2Nations and Easter tournaments from OWHA, make deposit payment and coordinate Easter tournament request with Sportacular events
- Responsible for collection of all fees and bank deposits
- Responsible for all accounts payable and receivable
- Responsible for the preparation of monthly financials, to be given to treasurer to present at monthly meetings
- Contact and meet with appropriate executive members to have cheques signed
- Provide a monthly list of cheques written, void cheques and any red flags that may arise
- In conjunction with Treasurer, prepare annual budget for executive approval
- Preparation of year end financials for accountant for annual audit
- Attendance to executive meetings as required
- Accept e-transfers for teams registering for 2Nations tournament (approximately 100 teams) and Easter tournament (approximately 400 teams) as well as coordinating with Tournament registrars for team refunds

Applications will be accepted to and including April 1, 2020.

Please submit a letter of application and resume, including references, in confidence to [secretary@bramptoncanadettes.com](mailto:secretary@bramptoncanadettes.com)