



# CANADIAN AMATEUR SPORT SOCIETY

**Bookkeeper** - Full Time initially and scaling back to Part Time

Job Type: Full Time - 40 hours per week / Part Time - 25 hours per week

Compensation - Negotiable based on experience

Our Not For Profit Society is hiring a Bookkeeper for their office located in South Surrey, BC. This role requires the successful applicant to be ready and willing to begin work immediately and assist in developing and improving current processes. Must have experience with QuickBooks and SAGE. Must be familiar with GAAP.

Key Full Cycle Bookkeeping responsibilities include -

- Issuing sales invoices
- Entering vendor invoices
- Accounts Receivable
- Accounts Payable
- Journal Entries
- Payroll
- Bank reconciliations
- Credit card reconciliations
- Tax filings
- Maintain General Ledgers
- Produce monthly Financial Statements
- Other responsibilities as needed

Work Location: In Office

Please submit a resume and cover letter to: [finance@softballcity.bc.ca](mailto:finance@softballcity.bc.ca)