



Position:
Bookkeeper

Start Date: as soon as possible

Job Description

Status: Part time, 8 to 12 hours per week. Normal office hours are 9 AM to 5 PM.

Type of Position: Contractual

Location: The Bookkeeper will generally be working at the Karate Canada office, located at:

Canadian Olympic Committee
500 Boul. René-Lévesque Ouest
Montréal (Quebec) H1W 2Z7

Salary: Hourly rate according to experience

Nature of the Position

Karate Canada (KC) is the national sport governing body for the sport of karate in Canada. The Association is seeking a Bookkeeper to perform various accounting, administrative and financial duties.

The Bookkeeper will perform these duties in accordance with the requirements of the Executive Director and will work with Karate Canada's Administrative Assistant/Logistics Coordinator, as well as the Treasurer, if needed. Karate Canada uses Sage Simple Comptable bookkeeping software, and the Bookkeeper will have to provide their own work computer.

Key Duties and Responsibilities

Reporting to the Executive Director, the Bookkeeper's key responsibilities will include, but may not be limited to:

- In conjunction with Karate Canada office staff, setting up and maintaining an orderly accounting filing system and keeping financial records up to date
- Entering key data concerning financial transactions into the bookkeeping software (preparing, creating and updating journal entries in the general ledger) on a weekly basis
- In conjunction with KC staff, ensuring that supplier invoices are paid in a timely manner and debts are paid when due
- Working with office staff to ensure that client accounts are collected promptly
- Recording cash receipts and bank deposits
- Regularly reconciling all accounts to ensure their accuracy
- Preparing financial reports as needed
- Preparing and gathering information for external auditors and preparing year-end adjustments to the corporation's annual financial statements
- In conjunction with the Executive Director, calculating budget variances and reporting significant issues
- Ensuring that Karate Canada complies with established standards, procedures and applicable laws as well as with local, provincial and federal reporting requirements
- In conjunction with Karate Canada's Executive Director, ensuring accurate and timely payroll processing
- Completing and submitting tax refund claim, tax remittance, workers' compensation, pension and other government forms.

Experience and Qualifications

- Accounting and bookkeeping experience
- Proven skills with MS Office, databases and Simply Accounting bookkeeping software
- Practical experience with spreadsheets and financial reports
- Accuracy, attention to detail and constant desire to stay up to date
- Ability to file and keep records
- Word processing
- Good organization skills
- Functionally bilingual (English and French)

Applicants

Qualified applicants are invited to submit their applications and resume in confidence, **no later than February 1, 2020**, to:

Olivier Pineau, Executive Director
olivier@karatecanada.org

We thank all the applicants for their interest, but only those candidates selected for an interview will be contacted.

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