



**JOB TITLE: Accounting Coordinator**

**SALARY: \$35,000 - \$45,000**

**GENERAL DESCRIPTION**

Sport BC is the non-profit sport federation, representing over 50 Provincial Sport Organizations in British Columbia. As a member-based organization, Sport BC offers services and programs to build the capacity of our members and advocate on their behalf to improve the landscape for organized sport in BC.

We are looking for an energetic, self-motivated bookkeeper to join our team. The successful candidate will report to the Manager Financial Services and will be responsible for maintaining accurate and timely books and records of this non-for-profit organization and its subsidiary insurance brokerage company, SBC Insurance.

**SKILLS REQUIREMENTS**

- Minimum 3 years prior experience as a full-time bookkeeper
- Exceptional organization skills, ability to prioritize and manage multiple tasks
- Strong analytical skills and attention to detail
- Ability to work effectively in a team environment
- Comprehensive understanding of double entry bookkeeping systems and methods; performed full cycle bookkeeping
- Extensive working knowledge of Quick Books and Quick Books Online; intermediate to advanced knowledge of Microsoft Excel
- Prior experience in the non-profit or insurance industry an asset (Power Broker system used for the SBC Insurance)
- Excellent communication skills - proficient in English, both written and verbal

**JOB REQUIREMENTS**

The Accounting Coordinator will be responsible for the full cycle bookkeeping of Sport BC and SBC Insurance Agency, including but not limited to the following:

- Accounts payable – entering vendor invoices into Quick Books/Power Broker; reconciling vendor statements and paying vendors on a timely basis.
- Invoicing/Accounts receivable – preparing member/customer invoices, posting collections, monitoring and following up on unpaid balances
- Processing and depositing insurance company receipts in Power Broker; reconciling credit card receipts

- Processing employee expense reports on a timely basis, reconciling reports to the corporate credit card account
- Processing donations and issuing receipts;
- Processing grant applications, issuing grant cheques
- Reconciling agency bill statements from insurers and preparing monthly premium cheques
- Preparing quarterly GST reports and remittances
- Processing and reconciling electronic funds transfer receipts
- Preparing and maintaining appropriate supporting documentation to support the financial statements
- Preparing monthly account reconciliations and bank reconciliations
- Preparing monthly Trust bank account reconciliation and issuing requisite transfers to the operating bank account
- Generating financial reports from the accounting system (Quick Books Online, Power Broker) and reviewing reports for accuracy and completeness
- Responding to member and customer enquiries on a timely basis
- Preparing year end schedules for the external auditors and responding to external auditor queries
- Various other accounting and processing duties as required from time to time