



# BRITISH COLUMBIA DEAF SPORTS FEDERATION

4445 Norfolk Street, Burnaby, B.C. V5G 0A7

Email: [info@bcdeafsports.bc.ca](mailto:info@bcdeafsports.bc.ca)  
Website: [www.bcdeafsports.bc.ca](http://www.bcdeafsports.bc.ca)

## JOB POSTING

### Bookkeeper

#### ABOUT BC DEAF SPORTS FEDERATION

Established in 1976, BC Deaf Sports Federation is a BC based, charitable not-for-profit organization to encourage and support athletes who are Deaf, Hard of Hearing and DeafBlind from local to international levels. We promote accessibility and opportunities for anyone who wants to play in any of recreational to competitive sport disciplines.

#### Position Summary:

Location: Burnaby, BC

Position Type: Part-time, up to 10 hours per week – mix of remote and in-office. Minimum of 1 day in office. To be discussed.

Reports to: Board

The Bookkeeper has the responsibility of ensuring that the BCDSF financial activities run efficiently by providing support for Directors, Staff and Members.

This position develops initiatives that support:

- Responsibility for the day-to-day BCDSF finance related to budget planning, record keeping & billing, and interactive techniques to obtain details essential for financial purposes;
- Preparation of Financial Reports for the Annual General Meetings and Board Meetings; and
- Duties as designated by the Board or the Executive Committee, as per Essential Duties and Responsibilities section.

#### Essential Duties and Responsibilities:

The Bookkeeper is responsible for entering, classifying, recording and organizing financial data to ensure accurate financial records for BCDSF. Financial data includes expenses, revenues, financial transactions, taxes and bank reconciliation.

The Bookkeeper oversees the financial activities, which include:

- Maintaining and organizing all financial correspondence and records.
- Performing reconciliations of all accounts as required.
- Keeping the general ledger accurate, complete, and up to date.
- Managing accounts payable, including reviewing, coding, and processing payments.
- Handling accounts receivable tasks such as invoicing, deposits, collections, and annual general meetings.



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- Recording financial transactions.
- Printing finance reports when required/requested
- Completing other bookkeeping duties as assigned.

## Qualifications:

- Ability to provide insights and strategic recommendation to achieve project objectives
- Excellent verbal and written communication skills
- Good organizational and prioritizing skills
- Good analytical and problem-solving skills
- Experience in bookkeeping and finances is an asset
- Experience in using QuickBooks, Microsoft Excel, and Google Workspace is an asset
- Ability to work as part of a team and independently with minimum supervision
- Proactive mindset, attention to detail and strong work ethic
- Able to adapt and learn new technologies and programs
- Able to communicate effectively with Deaf, Hard of Hearing, Deaf-Blind and Hearing people
- Professional and respectful approach to all aspects of the position
- Knowledge of American Sign Language (ASL) or willing to learn ASL and Deaf Culture is an asset

## Terms:

The Bookkeeper will be based at the BCDSF office in Burnaby, BC and the position is offered as a part-time employee (up to 10 hours per week). The Bookkeeper can operate on a hybrid office attendance model allowing for a balanced weekly work schedule between working remotely and working in the office. The initial agreement will be for a probation period of 6 months with the option to become permanent employee (pending review) and the hourly rate for this position is \$21 to \$25 per hour.

## HOW TO APPLY

Contact: Mohlin Pillay, President

Please email your cover letter and resume as a PDF to [mpillay@bcdeafsports.bc.ca](mailto:mpillay@bcdeafsports.bc.ca) with subject line: Bookkeeper

**Application Deadline:** Friday, January 16, 2026