Bookkeeper & Administrative Assistant Role

Employment Type:	Permanent, full-time role
Hours of Work:	37.5 hours per week. Standard work week with some seasonal flexibility required around key member service and event periods. Occasional evenings and weekends.
Reports To:	Executive Director and Manager of Operations & Member Services
Location:	BCSS Office (Burnaby, BC) with occasional flexibility by arrangement
Compensation:	$60,000 per annum

About BC School Sports

BC School Sports (BCSS) is the provincial not-for-profit organization and registered charity that supports and governs interschool athletics in British Columbia. Working with over 450 member schools and partners across the province, BCSS delivers championships, programs, and services that support educational athletics and positive student-athlete experiences.

Position Summary

BCSS is seeking to fill a hybrid Bookkeeper and Administrative Assistant position. Time will be split between the two portions of the position, with Bookkeeping prioritized. An ideal candidate has significant bookkeeping experience and can balance the requirements of bookkeeping with administrative support.

Key Responsibilities

Bookkeeping Responsibilities

- Maintain accurate and current financial records through full-cycle bookkeeping, including accounts payable, accounts receivable, invoicing, receipts, deposits, journal entries, and account coding.
- Process and reconcile transactions in QuickBooks Online, ensuring timely and accurate entry of financial data and supporting documentation.
- Prepare monthly bank, credit card, and other account reconciliations, and identify, investigate, and resolve discrepancies in a timely manner.
- Manage organizational receivables, including billing to member schools or other stakeholders, tracking outstanding balances, and supporting follow-up as required.
- Support organizational payables, including invoice processing, payment preparation, expense tracking, and maintenance of accurate vendor records.
- Coordinate payroll administration through BCSS' third-party payroll process and reconcile payroll reports, remittances, and related entries.
- Prepare and file GST returns and support other routine statutory, tax, and reporting obligations applicable to the organization.
- Administer charitable donation receipting, scholarship and honoraria payments, and T4A-related tracking or support, as applicable.
- Maintain clear financial tracking for grants, scholarships, deferred or restricted revenues, and other designated funds, and support related reporting requirements.
- Prepare regular financial summaries, schedules, and supporting reports for the Executive Director to support cash flow monitoring, budgeting, and operational planning.
- Assist with the preparation of annual and project budgets, as well as variance tracking and related financial analysis.
- Prepare organized year-end working papers and liaise with external accountants, auditors, banks, and service providers on bookkeeping and financial administration matters.
- Help maintain effective financial procedures, internal controls, filing systems, and record retention practices that support good governance and operational efficiency.

Administrative Responsibilities

- Provide broad administrative support to BCSS staff, including document preparation, filing, routine correspondence, scheduling support, and coordination of internal administrative tasks.
- Support day-to-day office organization, supply management, records maintenance, and administrative follow-through on key deadlines and workflows.
- Maintain accurate records in BCSS systems and shared files, including member contact information, templates, lists, forms, and administrative logs.
- Assist with logistical follow-up and record-keeping connected to event administration, host support, and internal planning needs.

Qualifications & Experience

The ideal candidate will bring many of the following:

- Minimum 5 years of progressive bookkeeping experience, with demonstrated responsibility for full-cycle bookkeeping and month-end processes.
- Experience in a not-for-profit organization, charity, membership-based organization, or similarly structured environment is strongly preferred.
- Experience supporting audit preparation, financial reporting, and year-end working papers.
- Experience with QuickBooks Online is preferred; experience with other cloud-based accounting systems may also be considered.
- Experience with fund accounting, grant reporting, deferred or restricted revenue tracking, and/or charitable receipting is an asset.
- Accounting designation is not required. A bookkeeping certificate, accounting diploma, or equivalent combination of training and relevant experience is considered an asset.
- Demonstrated ability to manage accounts payable, accounts receivable, reconciliations, payroll support, GST reporting, and general ledger maintenance with minimal supervision.
- Demonstrated ability to manage a shared inbox, prioritize competing requests, and provide polished front-line communication to a wide range of stakeholders.
- Strong administrative skills, including scheduling, document preparation, proofreading, filing, records management, and follow-up tracking.
- Experience with Microsoft 365 tools, including Outlook, Word, Excel, Teams, and SharePoint or comparable cloud-based office systems.

Why This Role Matters

This role ensures reliable bookkeeping services for BCSS and supports the systems, communication, and administrative discipline that allow the organization to operate smoothly and serve the school sport community well.

Application Information

Interested applicants should submit a resume and brief cover letter to Jordan Abney, Executive Director by email at jabney@bcschoolsports.ca. BCSS may begin reviewing applications as they are received.

BC School Sports is committed to respectful, inclusive, and values-based hiring practices. We thank all applicants for their interest; however, only those selected for an interview will be contacted.