



BC Water Polo Association 3713 Kensington Ave. Sydney Landing Suite 2002B Burnaby, BC, V5B 0A7

Bookkeeper

Job Description

Position Description: Bookkeeper

Basic Function: The bookkeeper and office administration position records financial transactions and supporting documentation, creates financial reports and relevant MIS from that information for stakeholders including members, service providers like Sport BC, CRA, Federal and Provincial authorities, and donors like Via Sport and BC Gaming. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also reconciles bank accounts to ensure their accuracy and monitors performance against budgets. The bookkeeper assists in preparation and updates of strategic budgets and presents them for BCWP board approval. The bookkeeper supports funding applications by preparing all required financial information to the Executive Director. The bookkeeper works closely with the auditors to support effectiveness of their audit by answering all queries and providing supporting information truthfully and with all transparency. The bookkeeper works closely with the BCWP Board and its sub-committees especially the Finance & Registration committee, attending the F&R Committee meetings, processing information requested and making timely reports on reconciliations, accounting provisions and write-offs, financial statements.

Principal Accountabilities of Bookkeeper:

1. Purchase supplies and equipment as authorized by management
2. Monitor office supply levels and reorder as necessary
3. Tag and monitor fixed assets
4. Pay supplier invoices in a timely manner
5. Take all reasonable discounts on supplier invoices
6. Pay any debt as it comes due for payment
7. Issue invoices to members
8. Collect sales and service taxes and remit them to the government
9. Ensure that receivables are collected promptly
10. Record cash receipts and make bank deposits
11. Conduct a monthly reconciliation of every bank account
12. Conduct periodic reconciliations of all accounts to ensure their accuracy
13. Maintain the petty cash fund
14. Issue financial statements
15. Provide information to the external accountant who creates the company's financial statements

16. Assemble information for external auditors for the annual audit
17. Calculate and issue financial analysis of the financial statements
18. Maintain an orderly accounting filing system
19. Maintain and update the chart of accounts
20. Maintain the annual budget
21. Calculate variances from the budget and report significant issues to management
22. Comply with local, state, and federal government reporting requirements
23. Process payroll in a timely manner or coordinate with external service providers for payroll
24. Provide clerical and administrative support to management as requested
25. Exercise oversight of office administration and service level turnaround time

Desired Qualifications: The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the Quick books accounting software package and felicity with spreadsheets and macros.