

LAKE LOUISE SKI CLUBS

PO Box 8174, Canmore, AB T1W 2T9

Job Posting – Bookkeeper

The Lake Louise Ski Clubs (LLSC) is a registered non-profit organization that has been in existence since 1965. Based in the Bow Valley, its membership includes over 200 athletes and their families. The LLSC consists of 3 divisions including introduction to skiing, ski racing, and all mountain. Over the years, the LLSC has developed athletes that have gone on to join the Alberta and National Ski teams.

The LLSC is looking for a part-time/contract bookkeeper to oversee and manage 4 independent books/records including their bookkeeping and financials. The position would report to the Executive Director. The LLSC does not have an independent office, therefore the role would require the individual to work from their own home office.

Key responsibilities:

- Carry out and oversee the daily operations of the clubs accounting
- Account receivable
 - Create invoices and statements
 - Receive and deposit payment
 - Capture registration, payments
 - Capture payments for other business
- Accounts Payable
 - Receive and process bills
 - Issue cheque and process payments
- Inter-Club transactions
- Manage Banking
- Prepare interim financial reports
- Prepare year-end financial statements for AGM
- File cooperate annual returns
- Prepare Casino report
- Pick mail at our Canmore mailbox

Key credentials:

- 5+ years of accounting experience working independently with no supervision
- Formal accounting or bookkeeping education (diploma or certificate)
- Proven knowledge of accounting principles, practices, standards, laws and regulations
- Leadership skills and good independent time management
- Strong use of excel, advanced general computer knowledge, accounting software - Sage premium or QuickBooks
- Experience with payroll, WCB (experience with Ceridian PowerPay an asset)

This position is available immediately.

Interested applicants or questions should be forward by September 10, 2021 to Pierre Luc Dumoulin, Executive Director
Executivedirector@lakelouiseclubs.com - 403-763-9388