

Administrative & Bookkeeping Coordinator

The Organization:

PacificSport Vancouver Island is a not-for-profit regional sport hub created to lead athlete, coach, and community sport services on Vancouver Island and the Sunshine Coast. Our organization provides dedicated support to more than 100 registered athletes and coaches, in addition to hosting community sport programs and events for people of all ages. Through partnerships with recreation departments, school districts, health authorities, and local sport organizations, PacificSport Vancouver Island delivers programming that supports the Sport for Life framework to improve the quality of sport and physical activity in Canada. PacificSport Vancouver Island is funded by investments from the Province of BC, viaSport, and the City of Nanaimo and is a member of The Regional Sport Alliance — a network of four PacificSport centres and four regional multi-sport leaders across the province.

Basic Function: The Administrative & Bookkeeping Coordinator is responsible for coordinating office operations and procedures. As well, the Administrative & Bookkeeping Coordinator creates financial transactions and creates financial reports from that information. Reports to the Executive Director.

Principal Accountabilities:

1. Maintain office records:
 - Manage filing systems
 - Ensure protection and security of files and records
 - Ensure effective transfer of files and records
 - Ensure personnel files are up to date and secure
2. Maintain office efficiency:
 - Manage layout and equipment procurement
 - Maintain and replenish supplies and equipment inventory as required
 - Verify receipt of supply
3. Maintain accounting records:
 - Tag and monitor fixed assets
 - Pay supplier invoices and any debt as it comes due for payment
 - Monitor debt levels and compliance with debt covenants
 - Issue invoices to customers
 - Ensure that receivables are collected promptly
 - Record cash receipts and make bank deposits
 - Conduct a monthly reconciliation of all bank accounts
 - Process payroll on bi-weekly basis
 - Manage staff benefits
 - Maintain the chart of accounts
4. Financial reporting:
 - Reconcile monthly Trial Balance
 - Issue financial statements as needed for board meetings

- Provide annual information to the external accountant who creates the company's annual financial statements
 - Maintain the annual budget
 - Calculate variances from the budget and report significant issues to management
 - Comply with local, provincial, and federal government reporting requirements, including but not limited to Canada Revenue, Canada Summer Jobs, viaSport, BC Gaming, Vancouver Island University, Employments Standards, and Worksafe BC
5. Manage BC Gaming and Canada Summer Jobs applications
 6. Liaise with Vancouver Island University for
 - Affiliate Status applications for staff & students
 - IT assistance
 7. Additional responsibilities relating to office management as needed.

Qualifications & Experience:

- Business Administration/Bookkeeping diploma/certificate
- 2 – 3 years bookkeeping experience
- QuickBooks desk top
- Excellent communication skills both written and verbal
- Works well independently with little supervision
- Team player

How to apply:

Send your resume and cover letter along with 3 references to:
Catharine Edwards, Executive Director – cedwards@pacificsport.com

Closing Date: May 31, 2023
Start Date: June 20, 2023

Position – permanent part-time; .5 FTE (17.5 hours/week)
Salary - \$22 – \$24/hour depending on experience and qualifications (after successful probation period of 3 months employee is eligible for company benefits on a pro-rated scale)