



Employment Opportunity: Office Assistant/Bookkeeper

Start Date: July 2024

London Curling Club
377 Lyle Street
London, Ontario
N5W 3R5

Respond to: careers@londoncurling.ca

The London Curling Club is a well-established, non-profit, community based six-sheet curling facility in London, Ontario. Our 500+ members plus event guests keep the facility open 7 days a week from October to early April each year.

The **Office Assistant/Bookkeeper** reports to the Club Manager and is primarily responsible for maintaining the financial records of the organization.

The hours for this Permanent Part Time position are greatest during the winter months, although September is the busiest month due to member registration. During the summer, once the audit is completed, the hours are minimal as responsibilities are limited to processing the bi-weekly Payroll and payment of any invoices.

JOB REQUIREMENTS AND RESPONSIBILITIES

- Previous experience and proficient use of QuickBooks is required
- Highly organized and efficient
- Excellent computer skills including the use of Excel and Word
- Ability to generate and/or process invoices and payments
- Familiarity with processing debit/credit payments and balancing to related sales records
- Payroll processing experience (Payworks.ca preferable but not required) and creating ROE's, T4's
- Strong understanding of payroll and employment regulations
- Previous exposure to, and preparing for, an Audit
- Able (vehicle required) and willing to make visits to the Bank as needed

- Uses QuickBooks to maintain the club's financial ledger and records
- Prepares and processes cheques and invoices to manage the AP and AR
- Processes payments and information relating to membership registrations
- Visits the Bank as required to make deposits and withdrawals
- Reconciles the bank statements
- Accounts for and submits sales tax for items/services sold
- Balances the daily Bar sales and inventory
- Balances daily credit/debit deposits to sales slips (Pro Shop, Rentals, Bar)
- Processes the Payroll (Payworks.ca) and prepares tax/benefit submissions as well as T4's
- Manages Petty Cash
- Monitors general supplies and re-orders as necessary
- Organizes and prepares for the annual Audit
- Responds to telephone and email inquiries
- Assists the Club Manager as required
- Interacts in a professional manner with members/customers

Compensation:

The successful applicant will receive an attractive compensation package commensurate with experience and qualifications.

London Curling Club provides equal opportunities to all qualified employees and applicants for employment without regards to race, colour, religion, creed, sex, age, marital status, national origin, sexual orientation, disability, family status, or any other legally protected status. London Curling Club will provide reasonable accommodation to all applicants and employees. If you require accommodation at any time during the hiring process, please contact **careers@londoncurling.ca**.

Work Location: In Person

Job Type: Permanent, Seasonal

How to apply: submit resume and cover letter to Careers@londoncurling.ca by June 21,2024. All enquiries may be sent to the same email address.

All submissions will be held in the strictest confidence. We thank all applicants. Only those selected for an interview, will be contacted and required to submit multiple references.