



HAIDA GWAI REGIONAL RECREATION COMMISSION
Part-Time Bookkeeper & Recreation Assistant

The **Haida Gwaii Recreation Commission Bookkeeper** is a casual position of up to 14 hours per week. Hours are flexible but some overlap with the Program Coordinator is necessary for communication purposes. Qualifications include a good working knowledge of Simply Accounting (or similar accounting program), Excel spreadsheets and Word documents. Ability to use recreation management software and pulling reports from websites an asset. This position is currently based out of our Tahayghen office in Masset, but we welcome all interested applicants to apply.

POSITION REQUIREMENTS:

- Check mail, distribute and respond to accordingly
- Check emails and respond to accordingly
- Pay bills and invoices, write cheques
- Payroll and preparation of CRA monthly remittance reports, R.O.E.s when required, T4's and summary submitted
- Post general journal entries, receipt and adjusting entries
- Prepare and make bank deposits
- Monthly bank reconciliations
- Program Reconciliations and reports – revenue and expenses
- Quarterly and annual financial reports for the Coordinator/Commissioners & Board of Directors which may include, Funding Report, Income Statement, Balance Sheet, Core Operating Budget Report, Program Summaries and others as required
- Quarterly WCB reports
- Minute taking (two to four meetings per year)
- Assistant role to Coordinator during absences
- Maintain filing
- Other duties as required.

If you are interested in this position, please e-mail resume & supporting documents, providing at least two (2) professional references by **Monday November 15, 2021 at 4:00PM PDT** to:

Haida Gwaii Regional Recreation Commission
PO Box 187
Masset, B.C.
Email: info@hgrec.com

We thank all applicants for their interest & advise that only those applicants selected for an interview will be contacted.