Bookkeeper – Crowsnest Nordic Ski Club

Part-Time • Contract • Crowsnest Pass, Alberta

The Crowsnest Nordic Ski Club is seeking a detail-oriented and community-minded **Bookkeeper** to support the financial operations of our volunteer-run nonprofit organization. This role is ideal for someone who enjoys working independently, cares about outdoor recreation, and wants to contribute to a thriving local ski community.

Key Responsibilities

- **Financial Transactions & Recordkeeping**
    - Write and record cheques for club expenses and reimbursements **monthly**
    - Input and maintain accurate financial data using **Wave Accounting**
    - Track revenues, expenses, and account balances and reconcile banking accounts with accounting software
        - Payment of club credit card **monthly**
        - Zone4 reconciliation of membership and donation income, insurance payments and service fees
        - Including but not limited to donations, e-transactions, and investment interest
    - Maintain Financial Google Workspace Files and Folder Structure for auditing purposes
    - Prepare and email out donation tax receipts **biannually**
- **Reporting & Documentation**
    - Prepare a clear, concise **monthly financial report** for board meetings
    - Draft **year-end financial statements** for membership and regulatory requirements. Fiscal year runs May 1 – Apr 30 each year.
    - Prepare and mail **annual** return for AGLC
    - Electronically prepare CRA **annual** return
    - Prepare and mail Alberta Society Annual Return **annually**

    - Prepare **grant spend reports** for funders
- **Budgeting & Planning**
    - Maintain and update the club's **budget spreadsheet** throughout the year
    - Support the board in monitoring spending against budget
    - **Bi-annually** apply for Public Service Body GST rebate
- **Grant Management**
    - Identify grant opportunities and assist with **grant applications** including but not limited to below
        - Category 1 – Municipality of Crowsnest Pass
        - Alberta Forestry and Tourism
        - Community Foundation of Lethbridge and Southwestern Alberta
    - Track grant funds and ensure compliance with reporting requirements

Qualifications

- Experience in bookkeeping, accounting, or financial administration (nonprofit experience an asset)
- Familiarity with **Wave Accounting** or willingness to learn
- Strong attention to detail and organizational skills
- Ability to work independently and meet monthly and annual deadlines
- Clear written communication skills

Time Commitment & Compensation

- Part-time, flexible hours (approx. 40 hours per month)
- Compensation commensurate with experience to a maximum of $840/month

How to Apply

Please send your resume and a brief cover letter to **treasurer@skicrowsnest.ca**
Applications will be reviewed on a rolling basis until the position is filled.
