

Sport New Brunswick is seeking a bookkeeper who will be responsible for the day-to-day financial operations including all accounts receivable and payable of Sport New Brunswick and our two charities (KidSport NB and the NB Amateur Sport Fund).

We are looking for a dedicated and hardworking person to join our growing team. We are seeking a candidate with strong communication skills that is detail oriented and has good time management skills. Our fast-paced environment requires the ideal candidate to be able to multi-task, work independently and as well as a team, be well organized, and juggle multiple accounts.

Key areas of responsibilities:

- Process accounts payable invoices and payments.
- Review status of accounts receivable.
- Ensure all entries are correctly inputted into each Sage Account.
- Prepare all yearly, quarterly, and monthly invoicing.
- Reconcile all bank accounts and credit cards.
- Process payroll using RBC Express, maintain payroll records and any related filing.
- Process government remittances for HST and Payroll.
- Prepare all T4's, T4A's, and T5018's and file ROE's.
- Ensure compliance with WorkSafe NB remittances.
- Client representative for CRA and compliance with government reporting requirements.
- Liaison with appointed auditors to prepare all documents.
- Maintain cloud-based filing system.
- Prepare monthly financial reports for CEO and the board of directors.

Essential Qualifications

- Diploma or Degree in Accounting and/or University Degree with a major in accounting.
- At least two years' commercial bookkeeping experience (In Canada).
- Proficiency in Simply Accounting (Sage 50).
- Proficient in Excel, Word, Outlook and RBC Express.
- Detail oriented and works with a high degree of accuracy.
- Ability to identify problems and implement solutions.
- Ability to juggle multiple accounts, prioritize tasks and met deadlines.
- Excellent verbal and written communication skills in English

Desired Qualifications

- Ability to communicate in French will be considered an asset.

Remuneration:

- Full-time – 12-month contract with possibility for renewal
- The salary range is \$50,000 to \$60,000 per year, plus health benefits.
- Work hours are 8:30-4:30
- In-office position
- Three (3) weeks of vacation to start

Sport NB is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment without attention to race, color, ethnic origin, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Please submit your resume along with your references via email by 11:59pm (AST) on December 6th, to info@sportnb.com

Thank you for your interest, but only those selected for an interview will be contacted.