

## Bookkeeper Posting

The West Ottawa Soccer Club (WOSC) stands as one of Canada's largest not-for-profit soccer organizations, renowned for its extensive reach and unwavering commitment to growth over its illustrious 13-year history. Within the WOSC umbrella, which includes the Kanata Soccer Centre, lies an opportunity tailored for the right individual—one that harmonizes responsibilities inherent to both the not-for-profit domain and the dynamic landscape of sports and hospitality industries.

Embracing a culture of inclusivity and collaboration, WOSC prides itself on its tight-knit team, affording every member a meaningful voice in shaping the club's trajectory and program offerings. Situated at the heart of our operations, the Bookkeeper role operates from our central office at 1927 Richardson Side Road in Kanata, ensuring seamless execution of duties and direct engagement with our valued clientele.

The on-site presence at our main office is indispensable, facilitating pivotal responsibilities such as daily registration, quarterly financial updates to senior management and the Board, and fulfilling annual reporting obligations mandated by our governing body. Moreover, the Bookkeeper is expected to actively participate in select off-site WOSC events, further enriching their engagement with the club's vibrant community.

For the prospective candidate, dedication to excellence is paramount. Hence, the successful applicant will be quickly immersed in a one-month onboarding commencing on at the earliest agreed upon date. This onboarding period ensures a seamless integration into the WOSC family, setting the stage for a fulfilling and impactful journey ahead.

**Position Overview:** The Bookkeeper primarily handles all financial accounting and reporting duties for WOSC and the Kanata Soccer Club. It's a pivotal position within the organization, encompassing tasks ranging from daily transaction recording to presenting financial reports to the board and other stakeholders.

### **Purpose of Position**

The Bookkeeper oversees various financial functions including maintaining the general ledger, managing accounts payable and receivable, processing staff payroll, reconciling bank statements, and handling payments and remittances.

### **Administrative Responsibilities**

- Maintain accounts payable, ensuring bills are paid on time.
- Track and follow up on accounts receivable, including but not limited to outstanding invoices and returned cheques.

- Verify and prepare bank deposits.
- Track, reconcile, and post registration and all other payments received by cheque, online credit card, in-office credit and debit cards, and cash.
- Facilitate client registrations both in-office and online through the PowerUp registration system.
- Complete and post in office and telephone payments using CHASE Payment Tech.
- Maintain books for two corporations:
  - West Ottawa Soccer Club Inc, using SAGE 50; and
  - Kanata Soccer Centre Inc, using QuickBooks.
- Track and reconcile facility rental fees with contracts received from TMSI management company.
- Review and process staff expense reports.
- Track funds for grants and subsidies.
- Complete and process all refund requests, subject to approval by the Operating Manager or General Manager.
- Reconcile representative and recreational fee deposits with the registration database.
- Prepare monthly bank reconciliations for the West Ottawa Soccer (TD and Scotia accounts) and the Kanata Soccer Centre (TD Account).
- Input and reconcile daily sales for the Kanata Soccer Centre lounge.
- Manage payroll for both West Ottawa Soccer Club Inc and Kanata Soccer Centre Inc. using Ceridian Powerpay.
- Maintain West Ottawa Soccer Club's Equitable health plan.
- Maintain referee payroll, including:
  - Maintain Referee database for direct deposit using TD EasyWeb Commercial banking payment system;
  - Reconcile referee payroll on a monthly basis;
  - Acquire, verify, and balance monthly referee payments using Ref Centre website (summer);
  - Acquire, verify, and balance referee payments using PowerUp Convenor website (winter); and
  - Communicate with referees via email and phone regarding monthly referee payroll.

### **Working conditions**

This is a full-time position, requiring 5 days per week commitment throughout the year. All terms and conditions outlined in the WOSC employee handbook apply.

### **Experience/Knowledge in the following Systems is an Asset**

- SAGE 50;
- QuickBooks;
- Microsoft Office Suite; and
- Ceridian Powerpay.

## **Member Relations**

- Actively promote the Club Vision, Values and Philosophy to the Club's varied stakeholders;
- Maintain a strong customer-focused approach to working with the Club's membership, ensuring effective communication with players, team coaches and other club stakeholders; and
- Contribute to the development and continual improvement of the Club's programs and services based on evaluations and membership input.

Salary \$45,000 - \$52,500

Interested applicants please send your cover letter and resume to Brian Mason at [gm@wosc.com](mailto:gm@wosc.com)

