



Contract Bookkeeper Opportunity – Kamloops Aquatics Club

Kamloops Aquatics Club is seeking a detail-oriented, organized Bookkeeper to support our Swim Club's financial operations. This is a remote, contract position ideal for someone with experience in not-for-profit or sports organizations in British Columbia.

Position	Contract Bookkeeper
Location	Remote (within BC preferred)
Start Date	ASAP
Compensation	\$10,000 + GST annually, payable quarterly
Term	1 year, renewable upon satisfactory performance
Application Deadline	Open until filled

Key Responsibilities

Accounts Payable

- Process approved invoices for technical and administrative staff
- Ensure timely payments to vendors and service providers
- Coordinate with Treasurer for electronic payments

Accounts Receivable

- Maintain accurate records of all incoming transactions
- Process payments from members and track outstanding balances

Monthly Reconciliations

- Reconcile all accounts, including club credit cards, monthly
- Reconcile payments to our Provincial Sport Organization (PSO)
- Identify and resolve discrepancies

Financial Reporting

- Prepare monthly financial reports for Board review
- Compile year-end financial packages for Club accountants
- Support accountants with required documentation

Record Keeping

- Maintain organized, up-to-date financial records
- Assist with year-end reporting

Qualifications

Essential

- Proven experience as a bookkeeper or in a relevant accounting role
- Proficiency with QuickBooks Online and Microsoft Excel
- Strong understanding of accounting principles
- Excellent attention to detail and organizational skills
- Ability to work independently and meet deadlines
- Comfortable handling confidential information with integrity

Assets

- Bookkeeping certification
- Experience with not-for-profit or sports organizations
- Strong communication skills and collaborative mindset

Additional Requirements

- Access to a computer with Microsoft Office and a printer

To Apply

Please submit your resume and a brief cover letter outlining your relevant experience to executive@swimkamloops.com. We welcome applicants from diverse backgrounds and look forward to building a collaborative, transparent financial foundation for our club.