

Job Posting:

Bookkeeper

Position:	Bookkeeper
Employment Type:	Contract Role – Part Time
Hours of Work:	Approximately 16-20 hours per week, as needed, with flexibility based on monthly, seasonal, and year-end financial cycles
Reports To:	Executive Director
Location:	BCSS Office (Burnaby, BC) with some flexibility by arrangement
Compensation:	\$28.00 - \$32.00 per hour

ABOUT BC SCHOOL SPORTS

BC School Sports (BCSS) is the provincial not-for-profit organization and registered charity that supports and governs interschool athletics in British Columbia. Working with over 450 member schools and partners across the province, BCSS delivers championships, programs, and services that support educational athletics and positive student-athlete experiences.

THE OPPORTUNITY

BCSS is seeking a dependable, detail-oriented, and experienced Bookkeeper to support the organization's day-to-day financial administration and record keeping. This part-time contract role works closely with the Executive Director to ensure accurate bookkeeping, organized reporting, and sound financial stewardship. It is well suited to a bookkeeping professional who enjoys working independently in a small, mission-driven environment and who understands the operating realities of not-for-profit organizations and registered charities.

KEY RESPONSIBILITIES

- Maintain accurate financial records through full-cycle bookkeeping, including accounts payable, accounts receivable, invoicing, receipts, deposits, account coding, and journal entries.
- Process and reconcile transactions in QuickBooks Online, ensuring timely and accurate entry of financial data and supporting documentation.
- Prepare monthly bank, credit card, and other account reconciliations, and identify and resolve discrepancies as required.
- Support billing and collections related to member schools and other stakeholders, while maintaining accurate receivables records.
- Prepare GST returns and support routine statutory and financial reporting obligations.
- Administer charitable donation receipting, scholarship and honoraria payments, and related finance administration.
- Coordinate payroll administration through BCSS' third-party payroll process and reconcile payroll reports and related entries.
- Prepare organized year-end working papers and liaise with external auditors, banks, and service providers as required.
- Support budgeting, cash flow tracking, grant reporting, and internal financial processes, controls, and record retention practices.
- Support grant application reporting, including Gaming Account Summary Reports (GASR), and other requirements.

QUALIFICATIONS & EXPERIENCE

- Minimum 5 years of progressive bookkeeping experience with demonstrated responsibility for full-cycle bookkeeping and month-end processes.
- Strong practical experience with accounts payable, accounts receivable, reconciliations, payroll support, GST reporting, and general ledger maintenance.
- Experience in a not-for-profit organization, charity, membership-based organization, or similarly structured environment is strongly preferred.
- Experience with fund accounting, grant reporting, deferred or restricted revenue tracking, or charitable receipting is an asset.
- Experience with QuickBooks Online is highly advantageous; experience with other cloud-based accounting systems may also be considered.
- Accounting designation not required; a bookkeeping certificate, accounting diploma, or equivalent training is considered an asset.
- High degree of accuracy, discretion, organization, and ability to work independently while meeting deadlines.

ROLE DETAILS

- Part-time contract role averaging approximately 16–20 hours per week.
- Schedule is somewhat flexible, but workload may increase at month-end, year-end, audit periods, or during peak billing cycles.
- Work is based primarily through the BCSS office in Burnaby, with some flexibility by arrangement.

APPLICATION INFORMATION

Interested applicants should submit a resume and brief cover letter to Jordan Abney, Executive Director by email at jabney@bcschoolsports.ca. BCSS may begin reviewing applications as they are received.

BC School Sports is committed to respectful, inclusive, and values-based hiring practices. We thank all applicants for their interest; however, only those selected for an interview will be contacted.