

Part-time Accounting Assistant/Book Keeper

Title of Position: Accounting Assistant/Book Keeper

Term: Part-time

Work Location: In-office at 201-853 Eckhardt Ave West, Penticton BC

Start Date: April 3, 2023

Remuneration: Salary and benefits are according to internal salary policy, and based on experience.

Announcement Date: March 17, 2023

Closing Date: March 31, 2023

Okanagan Hockey Group (OHG) is looking for a Part- time Accounting Assistant/Book Keeper at their Penticton location. OHG was established in 1963 with Hockey Camp Operations and started the Okanagan Hockey Academy in 2002. It operates hockey academies, camps and combines testing in North America and Europe. It is the longest running hockey school in the world with professional instruction since 1963.

This position is a front line employee who is responsible for day to day inputs to account payable, accounts receivable, some monthly reconciliations, including assistance with monthly filing, reporting and other activities as needed.

Primary responsibilities

- Distribute incoming invoices to managers for G/L coding and approval
- Track status of invoices ensuring all are returned in agreed upon time frames and input as coded
- Reconcile QuickBooks balances to vendor statements and communicate directly with vendors as necessary
- Reconcile and input all corporate credit card purchases against submitted expense statements
- Prepare invoices for OHA, Marketing and other departments as requested
- Scan & file paid invoices, contracts, A/R invoices, & Enrolment Agreements
- Reconcile specific general ledger accounts
- Enter budget line items by department into accounting system
- Assist finance department with Month End tasks
- Follow up with customers with delinquent accounts
- All other duties as assigned by Senior Accounting Manager/VP of Finance

Knowledge, Skills and Experience

- Ability to maintain confidentiality
- Dynamic and enthusiastic team player
- Able to interact effectively with other people.
- Good verbal and written skills
- Ability to enter data efficiently and accurately
- Knowledge of Microsoft Office Applications
- Administrative, Organizational and Time Management skills

OHG welcomes your interest in the Accounting Assistant/Book Keeper opportunity. Interested applicants are requested to submit their resume and covering letter to Kemi Durojaiye via email (kemidurojaiye@okanagahockey.com) indicating Accounting Assistant/Book Keeper in the subject line. Applications will be accepted until March 31, 2023.

We thank all applicants for their interest; however only those under consideration for the role will be contacted.