



Job Opportunity: VUL Bookkeeper / Administrator

Sept 10, 2018

Job Title: Bookkeeper / Administrator
Company: Vancouver Ultimate League (VUL)
Reports to: Executive Director (ED)
Work Type: Contract, Part-time (est. 5-10 hrs/week on average), available immediately

The Vancouver Ultimate League organizes and promote spirited ultimate across Metro Vancouver. We are the largest ultimate league in the Canada.

The Bookkeeper / Administrator will play a critical role for the VUL by supporting senior management with Financial Management, HR Administration, and General Administration. This is a brand new role for the organization, and a unique opportunity for someone who lives in Metro Vancouver.

To Apply: Send your resume and a cover letter to jobs@vul.ca.

Duties & Responsibilities

Finance

- Day to day Bookkeeping:
 - Process day-to-day payables and receivables;
 - Post transactions from the website's e-commerce system on monthly basis;
 - Process staff expense reports, posting transactions and filing documents;
 - Monitor bank accounts and cash flow to ensure sufficient funds for operations;
 - Reconcile bank accounts monthly.
 - Balance and maintain accurate ledgers.
- Support senior staff with annual budgeting cycle.
- Generate periodic financial reports (budget variance, income statement, balance sheet).
- Work with external Accountant to prepare annual financial statements and tax returns, if required.
- Define and enforce internal controls & procedures to ensure financial records remain organized, accurate, and up to date, and train staff in those procedures, as required.
- Work with ED and Web Manager to improve efficiency and effectiveness of all financial systems.
- Special projects: Upon hiring, a first task will be to work with the ED to completely overhaul our chart of accounts to move to a class (matrix) system to support program-specific budgets.

HR Admin & General Admin

- Manage payroll for employees & senior contractors.
- Manage WorkSafeBC coverage by filing quarterly reports and payments.
- Support the ED to administer the employee benefits program.
- Support the ED and Managers with administrative tasks, such as:
 - Arranging special meetings (venue, logistics)
 - Research on vendors, third-party services, etc.
 - Other general admin tasks

Project Coordination – BONUS

Skills to perform these duties are not required for this position, but would be a bonus:

- Support senior staff to create workplans (WBS) for all programs and projects, and load plans into project management software.
- Track progress of assigned projects, raise any issues, work with staff to resolve.
- Manage project management software, providing tech support for other staff.
- Generate recommendations for improving project management processes and tools.

Preferred Qualifications

Education & Experience

- Diploma or Degree in Bookkeeping or Accounting.
- Strong knowledge of generally accepted accounting principles.
- Minimum of three (3) years of relevant experience in similar role(s).
- Experience working with senior management.
- Experience in a non-profit environment would be an asset.
- Bonus: Experienced with project management knowledge, practices, and tools.

Skills & Abilities

- Very proficient with QuickBooks or equivalent, and MS Office or equivalent.
- Comfortable learning and using a variety of computer software and online services.
- Able to analyze and revise operating practices to improve efficiency.
- Excellent communication and organizational skills, especially in a remote work environment.
- Able to uphold the highest levels of confidentiality.

Working Environment

Working hours are flexible. VUL staff meet at a shared office one day/week, but otherwise work remotely. The Bookkeeper / Administrator is expected to:

- Provide their own office, computer, and phone.
- Be available for some meetings and calls during weekday business hours.

About the Vancouver Ultimate League Society

The VULS is a non-profit society that engages over 120 people each year to serve over 5550 members. Most programs run in Vancouver but we are expanding across Metro Vancouver.

Vision: We envision a future where ultimate is the leading recreational sport. We want everyone involved to have fun, develop skills and character, live healthier lives, and build lasting relationships through spirited ultimate. We aspire to be a vibrant, inclusive and sustainable society, committed to excellence, and a model and resource for other organizations.

Mission: Ultimate is our way of bringing joy into people's lives. We organize, promote, teach, and support spirited ultimate in Metro Vancouver for participants of all ages, genders and abilities. We collaborate with other organizations to foster the growth and development of the sport. We are guided by Spirit of the Game in everything we do.

We pay competitive rates that are commensurate with education and experience.

To Apply: Send your resume and cover letter to jobs@vul.ca. Please note that only qualified candidates will be contacted. Thank you in advance for your interest in the VUL!