



Bookkeeper - Job Posting

At Airdrie Edge Gymnastics, we support families, club and community uniting to support athletes in their endeavor to exceed expectations in sport and in life. Airdrie Edge Gymnastics is a not-for-profit organization, incorporated in 1987, and is a member of the Alberta Gymnastics Federation. The organization offers recreational gymnastics programs as well as three competitive programs: Trampoline & Tumbling (T&T), Women's Artistic Gymnastics (WAG) and Competitive Parkour and Freerunning (PKFR).

Airdrie Edge Gymnastics is seeking a full-time (35 hours/week) Bookkeeper. Tasks of the Bookkeeper include, but may not be limited to:

- Accounts Payable
- Accounts Receivable
- Compilation of monthly statements of operations, including budget to actuals
- Payroll Submission via Ceridian
- Maintaining and filing requisite documentation for taxation compliance
- Bank Reconciliation
- Banking
- Athlete Account Invoicing
- Staff Benefits
- Inventory
- Office Administration
- Preparation of Year End Financial Statements and Support for the Audit
- Prepare return for Alberta Gymnastics Federation
- Prepare return for Alberta Gaming, Liquor and Cannabis (AGLC) for Bingos and Casinos
- Prepare annual return for Alberta Societies

Qualifications:

- 5 years of experience in Bookkeeping
- Sound knowledge of laws and regulations surrounding accounting practices for not-for-profit organizations
- Knowledge of Sage Accounting system is considered an asset
- Understanding of Ceridian Payroll services
- Knowledge of Human Resources considered an asset
- An up to date Criminal Record Check is required

Applications will be accepted until a suitable candidate is found. Please submit a cover letter and resume to airdrieedgeboard@gmail.com