

AAC Financial Services Officer

Job Posting January 2020

About the Agility Association of Canada (AAC)

The Agility Association of Canada (AAC) is a registered not-for-profit association founded in 1988 for the promotion of dog agility in Canada. For more information on the sport, please see www.aac.ca

The AAC has an immediate need for a permanent Financial Services Officer.

As a member of the Financial Operations Team, the primary responsibility includes working closely with the Treasurer and Operations Administrator to ensure financial records are maintained in accordance with established procedures and Canadian not-for-profit requirements for the AAC.

Duties and Responsibilities

- General bookkeeping duties including data entry, accounts payables, accounts receivables, cheque preparation, invoice review and preparation, filing of financial records;
- Reporting and compliance with all relevant regulations.
- Maintaining of membership database, administration of membership applications and management of AAC merchandise;
- Complete the monthly bank reconciliation processes including follow-up of outstanding items;
- Preparation of Payroll, T4/T4As and related reports;
- Completion of GST filings, and other statutory remittances as applicable;
- Year-end preparation and liaison with the AAC-appointed Auditor for annual filings of the financial audits;
- Preparation of monthly, quarterly and annual financial reports as required;
- Provide the Treasurer an accounting of all the transactions and statements of the financial position of the AAC when requested;
- Assist with the preparation of annual budgets.

Qualifications and Competencies

- Bachelor degree or College Diploma in the field of business/management with specialization in accounting, or equivalent combination of education and experience.
- Previous bookkeeping experience required.

- Experience and/or aptitude with Quickbooks Premier and/or Online.
- Experience in a not-for-profit/charitable status organization environment an asset.
- Ability to prioritize, meet deadlines, work under pressure and adapt to a fast-paced changing environment while maintaining attention to detail.
- Excellent interpersonal skills, ability to learn quickly and self-motivate while working independently.
- Proficiency in English in both verbal and written skills. Additional proficiency in French a bonus.
- Legally entitled to work in Canada

This position is a full time, permanent position with expected working hours of 30 hours a week. Salary shall be in the range of \$30,000 per annum. As the position is home-based, working hours are flexible.

Applications should be submitted electronically in confidence to hr@aac.ca by Friday, January 31, 2020.