



Curling Canada is a National Sport Organization (NSO) and the leading expert and growth engine for Curling Excellence in Canada. Our exclusive purpose and function are to promote amateur athletics in the form of curling in Canada, on a nation-wide basis. We manage high performance programs (i.e., Team Canada,) select and manage national teams, and we have the exclusive right to name teams to World Competitions and Canadian Olympic organizations. We focus on serving our members (the Provincial, Territorial or Regional Curling Associations) and all of their associated clubs and curlers throughout Canada, with a plethora of services and resources from governance to marketing, to finance, data, and technology.

We are a growing team in Finance & Corporate Services, and we have an opening for an **Accounting Clerk.**

What You'll Be Doing

- All facets of transactional accounting from A/R to A/P, reconciliations, accruals, and monthly statements
 - *All Bank and Visa Reconciliations*
- PO Accrual (*Month end*)
- A/R/Collections
 - Data Entry and Reconciliation into a variety of purchasing systems and accounting systems and creating monthly statements for each
 - Create and enter invoices, payments, and statements
 - Liaise with customer/clients and vendors regarding account balances, late payments,
 - Consistently follow up on collections for overdue accounts with a high success rate.
 - Post and reconcile invoices and customer payments to general ledgers.
 - Review all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to corporate billing records to resolve billing discrepancies or misapplied payment transactions.
 - Investigate collection problems and advise customers on corporate A/R policies and procedures.
 - Preparation of bank deposits manually and direct deposit
 - Maintain accurate aging report
 - Collaborate with the Finance/Accounting Manager to maintain collection goals and general A/R performance levels.
- Ensure compliance with applicable standards, rules and regulations and systems of internal control
- Provide receptionist duties of answering of phone calls and greeting persons as they enter the building
- Provide administrative and front-desk support to the Finance Team and ensure accurate filing of all documents
- Various clerical and administrative responsibilities and special projects as needed

What you Need To Be Successful

Come as you are. You are welcome here! Curling Canada is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from marginalized and equity-seeking groups, particularly members of Black, Indigenous, and People of Colour (BIPOC) communities.

Skills and Education

- Post-Secondary Education or comparable experience in accounting.
- Minimum of 3 to 5 years direct experience in a variety of accounting roles and capacities



- Demonstrated effectiveness in full cycle accounting and bookkeeping, and all transactional accounting functions
- Able to perform moderate to complex account reconciliations (including Bank and Visa)
- **You can make QuickBooks Online Sing!!! You have demonstrated proficiency and experience with QuickBooks**
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Demonstrate knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting.
- Proficient knowledge of **MS Office 365** applications including Word, Excel, and PowerPoint
- Demonstrated experience utilizing **Google Drive** with a focus on documents, sheets, slides, and forms
- Effective attention to detail and a high degree of accuracy with the insight to coordinate priorities efficiently
- Strong problem identification and problem resolution skills
- Productive and efficient in planning and executing work. Able to multi-task
- Ability to establish effective working relationships that foster organizational success.
- Ability to work independently and contribute to accounting team objectives and workload.

Additional Requirements

- Ideal candidates have a vehicle and a valid driver's license (for bank deposits, errands)
- English essential, both oral and written; bilingualism (English and French) is preferred.
- Our offices are in Orleans (Ottawa) and candidates will work within the office upon re-opening (on a schedule to be determined)
- We have a mandatory vaccine policy and as such the successful candidate must provide proof of vaccination or an exemption under the Ontario human rights code
- Candidates must also have the technical and physical ability to work from home in a healthy and safe environment, while supported by Curling Canada with the appropriate tools and equipment.

What We Offer

The salary range for this position starts at \$50,000 - \$60,000 depending upon experience. Curling Canada offers competitive benefits including RRSP matching. The incumbent may be provided a laptop and a cell phone if required to work from home.

Ideally, we are looking for candidates who want a long-term role and who have the right work ethic, a lot of common sense and initiative and who thrive in a fast-paced, teamwork environment.

Due to the volume of applications, only qualified candidates will be contacted. No phone calls or agencies please. We offer a welcoming, inclusive, and supportive environment with a focus on Teamwork and Collaboration. You will be heard! You will grow! We provide support for ongoing professional development and growth.

Curling Canada is compliant with the AODA – Access Ontario Disabilities Act. For access to our policy [click here](#). For feedback on our accessibility please email accessibility@curling.ca.