



Accounting Clerk

Who We Are

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.

The Opportunity

We are seeking an **Accounting Clerk** to join our team! Working as part of the Corporate Services unit, the Accounting Clerk will be responsible for general bookkeeping such as the reconciliation of corporate credit cards and employee travel expenses, as well as reception and general administrative duties.

The ideal candidate is a pro-active team player who has sound bookkeeping knowledge and experience, and proactively completes tasks and deliverables. Candidates for this position should enjoy working in a small office where you enjoy multi-tasking based on organizational priorities.

The position offers a starting salary of **\$50,000 to \$55,000** based on experience, as well as participation in the employer's medical and dental benefits plan, RRSP employer contribution plan, and a generous vacation and holiday policy.

The incumbent will be required to work a minimum of 3 days per week at our head office, located at 1660 Vimont Court, Orléans (Ottawa). The incumbent 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.

This is a terrific opportunity to work in a fun, collegial and supportive work environment, where work-life balance is highly valued!

What You'll Be Doing

- Review and reconcile financial transactions for all corporate credit cards, communicating with credit card holders to collect and ensure proper documentation.
- Reconcile credit card statements.



- Monitor credit card limits and proactively address potential issues.
- Accurately record expenses and payments in QuickBooks Online (QBO) and Approval-max.
- Maintain organized records for auditing purposes.
- Assist in Accounts Payable (AP) and Accounts Receivable (AR) processes.
- Assist with month-end and year-end processes as required
- Collaborate with other departments to obtain necessary financial information.
- Effectively communicate with vendors, clients, and internal stakeholders.
- General Administrative tasks, such as managing general email inbox, data entry, filing, answering phones and responding to general email inquiries

What You Bring to the Team

- High degree of attention to detail
- Positive, professional demeanor
- Strong ethical standards
- Demonstrates initiative, creativity, and a proactive attitude towards process improvement
- Clarity of expression — both in writing and orally
- A sense of ownership of tasks and the motivation to follow through to achieve personal and team goals
- Establishment of strong and trusted relationships with colleagues and external partners
- A sincere respect for the values and differences that all members of a small team bring to an office environment; adaptability to different approaches and a flexibility to move in new directions as needed
- Commitment to Curling Canada's values, vision and direction
- Seeks to continuously develop skills and knowledge
- A good sense of humour

What you Need to be Successful

- Diploma in Accounting or Business Administration, or comparable experience
- A minimum of two years' experience in a similar position.
- Knowledge of QuickBooks Online
- Proficient knowledge of MS Office 365 applications (Teams, SharePoint, Word, Excel, and PowerPoint)
- Strong written and oral communication skills in both English and French is a definite asset!
- Familiarity with the non-profit/charity sector (preferred, but not required)
- Familiarity with the sport of curling (preferred, but not required)



How to Apply

Curling Canada is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. We invite applicants from marginalized and equity-seeking groups, particularly members of BIPOC communities.

Please submit your resume to emily.kaldis@curling.ca for review before April 19th, 2024. Due to the high volume of applications, only candidates selected for a phone screening will be contacted. This job will remain posted until filled.

We thank you for taking the time to apply for this exciting opportunity with Curling Canada!