



Bookkeeper Position

Applications due: ASAP

Salary: 5 hours a week, honorarium will be paid based on qualifications. Hours are flexible, the start of the season may be heavier and other weeks may be lighter.

Term: 1 year term starting as soon as possible. Potential to continue based on performance.

Who we are: Aquatica Synchronized swimming Club is a non-profit, membership driven artistic swimming club located in Winnipeg, Manitoba. We offer both recreational and competitive programs for all age groups and skill levels. Aquatica Synchro promises a fresh and fun learning environment where our coaches work in partnership with athletes to develop their full potential. We are committed to the growth of synchronized swimming athletes both in and out of the water.

Position Summary: Aquatica Synchro is seeking a passionate and creative bookkeeper to help with administrative work and bookkeeping for our growing club. The ideal candidate would be able to support our board in updating the budget, applying athlete payments and processing monthly payroll.

Job Duties and Responsibilities:

- Set up quickbooks or other software if appropriate to help manage our club's finances
- Update our club's budget appropriately throughout the season
- Keep track of athlete fees and apply e transfer payments to correct accounts
- Process monthly payroll and ensure employee records are up to date
- Ensure invoices are paid in a timely manner

Position Requirements

- Experience working in sport or a non-for-profit organization is an asset
- Experience with Quickbooks or alternative accounting software
- Strong communication skills and comfortable with using google workplace suite

Qualified candidates can send resume and cover letter to president@aquaticasynchro.com