



CUMBERLAND UNITED-UNIS SOCCER CLUB



TENDER NOTICE FOR CUSC CLUB BOOKKEEPER

Duration of contract: This Contractual Service Agreement shall be for the period covering August 01st, 2017 to July 31st, 2018. The contract will be renewable on a year-by-year basis pending mutual agreement between the club and the contractor.

CUSC contact: This position will report to the CUSC General Manager and Treasurer.

General Purpose:

Responsible for maintaining the financial records of Cumberland United Soccer Club (CUSC) by accurately recording the day to day financial transactions of the company, preparing cheques and payroll, and preparing reports for the General Manager as required.

Responsibilities/Duties:

- Setting up and maintaining financial records using a computerized bookkeeping system (Club currently uses *Quickbooks Online*).
- Post journal entries and reconcile accounts, prepare trial balance of books, and maintain general ledgers.
- Prepare cheques and payments for approval and signature within 5 business days of receipt:
 - For all contractors – including referees (as many as 100 per month during the peak months of June-August) and part-time coaches.
 - For all expenditures, government remittances, etc, as required by GM.
- Prepare and process payroll on a monthly basis:
 - Setting up auto-payments for all employees (roughly 6 fulltime-regulars, and 15-20 part-time regular).
 - Club currently uses Ceridian software for this.
 - Ensuring proper tax, CPP and other payments are made.
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents.
- Prepare statistical, financial and accounting reports as required/requested by the GM or Board of Directors for analysis, auditing purposes, etc.
- Assist with 3rd party audit process as required: producing reports/ backup documentation.

Education and Experience

- Minimum 5 years' experience as a bookkeeper.
- Demonstrated/Proven understanding of bookkeeping practices and GAAP procedures and relevant legislation and regulatory requirements.
- Proficiency with *Quickbooks online* software
- An associate degree in accounting, finance or business preferred.
- bookkeeping certification

Qualified applicants please send your request, CV and quote to gm@cumberlandsoccer.com