



Who is needed?

The Windsor Soccer Club is looking for a skilled Bookkeeper to maintain our financial records. The Club is a volunteer based organization, where we would be asking for 2-3 hours per week of their time to assist in the function of the Club. This person would work together with the clubs Treasurer to ensure the financial health of the organization

The Key Responsibilities for the Bookkeeper position include:

- Handle general ledgers and major account reconciliations along with managing journal entry postings and creating financial quality reports.
- Resolve financial issues and handle daily monitoring of cash flow.

Job Qualifications

- 3-5 years accounts payable and general bookkeeping experience
- Post-secondary degree/diploma/certificate in accounting, finance, or related field considered a strong asset
- Experience using Sage accounting software required
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- Proficiency in MS Excel
- High degree of accuracy, attention to detail and confidentiality
- Fast and accurate data entry skills
- Strong organization skills and attention to detail

How to Apply

Please submit your resume to the position at info@windsorsoccerclub.com for review.

We thank all applicants for their interest. Only those who meet the qualifications will be contacted through telephone/email.