



2288 47 Ave S.W.
Calgary, Alberta
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Phone: 403 242-8191
E-mail: info@garrisoncurling.com
Website: www.garrisoncurling.com

Garrison Curling Club

Book Keeper/Office Assistant

The Garrison Curling Club is now accepting applications for the position of Bookkeeper and Office Assistant. The position is a twelve month contract to cover a maternity leave. The contract will start the end of June 2018.

The Garrison is a busy six sheet curling facility located in southwest Calgary. We have over 1000 members and the season runs from late September to the end of April. There is curling seven days a week.

Reporting to the General Manager, the Bookkeeper/-Office Assistant will help ensure the efficient operations of the office. This a part-time position, working 20-25 hours during the curling season, and 10-15 during the summer months. Hours may include some evenings and weekends.

The successful candidate will maintain a positive relationship with the other staff members, club members, visitors and the general public.

The Bookkeeper/Office Assistant will perform a wide range of duties including the following:

Accounting and Bookkeeping

- Prepare and balance Daily Sales Reports
- Prepare invoices
- Perform accounts payable role
- Reconcile bank accounts
- Prepare payroll

Administrative Support

- Book practice ice
- Answer phone and email inquiry



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- Make sure members database is up to date

Manage rentals, events, and functions

- Communicate with prospective rental and corporate clients.
- Manage logistics involved in renting the curling rink or lounge

Other General Duties

- Build and maintain good rapport with clubs' members
- Communicate and interact in a positive manner with club members, guests and vendors
- Respond promptly to member inquiries, consulting the General Manager as required.

Qualifications & Education

- High School Diploma or higher
- Post-secondary education in business, office management, or sports recreation is an asset
- Highly proficient in Quickbooks
- Standard First Aid or willing to obtain it

Salary: Competitive Salary based on experience.

Send resume and cover letter to lee@garrisoncurling.com.

We thank all candidates for their interest, but only selected candidates will be contacted for an interview.