



JOB DESCRIPTION

Bookkeeper

Job Title:	Bookkeeper	Revised Date:	Feb 1, 2023
MHA:	Kerry Park Minor Hockey Association	Term:	Annually Renewed

Description

This position is to provide bookkeeping for KPMHA using the assigned online QuickBooks program and google drive filing system. Pay is dependent on experience and skill set. Bookkeeper is to bill Treasure Director and VP Admin Director once a month.

Key Accountabilities

- Send detailed invoice with time sheet to VP Admin Director and Treasurer Director at the end of each month for payment.
- Input all deposits into KPMHA QuickBooks online program.
- Input all bills into QuickBooks , creates e transfers or prints cheques (to be signed by Treasurer) for;
 1. Suppliers (Development Coaches, Arenas, BC Hockey, VIAHA, etc.)
 2. Reimbursement to Executive members for budget items or approved motioned items.
 3. Any KPMHA volunteers that have submitted and shown completion of a mandatory clinic and has been approved by Treasurer or VP Admin.
- Complete bank account reconciliations for by the 7th of the month;
 1. General Account
 2. Gaming Account
 3. Financial Aid Fund
 4. Jersey Fund
 5. Championship Account
 6. Any other sub accounts that KPMHA holds
- Communicate with Executive members regarding any budgetary items attached to their job profile.
- Prepare and email all team invoices to the team’s Manager and/or team’s Treasurer which includes but not limited to;
 - tournament entry fees,
 - Officials costs for Rep teams or over 14 games for U11C to U18C house teams, or over 10 games for U8/U9
 - extra ice purchased,
 - misc expenses deemed to be the teams responsibility.
- Ensure all e transfers or cheques are completed and prepared for printing matching bills sitting in “Invoices to be paid/collected” on the google drive.
- After items have been completed in the google drive “Invoices to be paid/collected” refile them in the appropriate financial season folder on the Google Drive.
- Reconcile the expense account in QuickBooks called “team tournaments”. Once a tournament cheque has been cashed, the appropriate team must be billed. If end of the season and cheque still has not been cashed team should be billed before team bank account is inactive.

- Enter all the payment information into the current payment platform on a monthly basis prior to the 10th of the month.
 1. Referee's name and banking information
 2. Referee monthly payments
 3. Alert VP Admin or Treasurer Director when system is ready for his/her approval.
- Update the Ref banking information into the spreadsheet on the Google drive and into the payment system.
- Upload all bills and receipts into KPMHA QuickBooks online Program and attach receipt copies for viewing in QB
- Upload documentation to the KPMHA google drive;
 1. List of team account transfers for the month
 2. Suppliers invoices
- Provides guidance to all team treasures on creating team budgets before Oct 31st. Reviews and sends to Treasurer or VP admin for final approval.
- Collects and stores team budgets, actuals (Dec, Jan and March) along with receipts and various supports for each team and upload to G Drive.
- Track seed carry over balances in Excel and provide to VP Admin for review at the start and end of every season.
- Transfer team seed carry over to the team as soon as team budgets are approved.
- At end of season reconciles and transfer teams seed carry over to association to hold for next season
- Process all e transfers for payment of team expenses for each team and send to VP admin for approval
- Posts all e transfer payments to TeamSnap
- Sets up registration Portal for each division through team snap including verifying and making changes to any documents to upload, uploading said documents, setting any waivers, setting fees and payment options.
- Issues invoices in TeamSnap for Rep fees, Socks and any other items to be billed outside of fess as directed
- Post any refunds to TeamSnap and remove member from team if necessary
- Sends Treasurer a list of the invoices with amounts and descriptions that need to be approved for withdrawn from team accounts prior to the 15th of the month.
- Serves as a Signing authority on Association and Team bank accounts
- Signs any cheques as well as approval any e transfers set up by same.

Experience

- Financial knowledge.
- Bookkeeping experience using QuickBooks.
- Proficient in Excel.
- Organized with strong time management skills.
- Knowledge of KPMHA Policies and Procedures.
- Previous board member is an asset.