



The **Olympian Swim Club (OSC)** in Edmonton, Alberta is an IM-based club striving to develop respectful, competent athletes that can continue to swim into U SPORTS / NCAA.

OSC is looking for a part-time **Bookkeeper** for the 2026-2027 season. The start date is September 1st, 2026.

The Bookkeeper is responsible for the day-to-day financial administration of the organization, ensuring accurate financial recordkeeping, regulatory compliance, timely reporting, and adherence to Accounting Standards for Not-for-Profit Organizations (ASNPO) and Generally Accepted Accounting Principles (GAAP). This position supports the Treasurer, Board of Directors, staff, auditors, and regulatory bodies by maintaining the organization's financial records and providing recommendations to strengthen financial controls and operational efficiency.

Key Duties

- **Financial Record Management**
 - Prepare, review, and post journal entries as required.
 - Maintain accurate and complete financial records in accordance with ASNPO and GAAP requirements.
 - Ensure proper fund accounting and tracking of restricted and unrestricted funds.
 - Maintain supporting financial documentation and records in accordance with organizational policies, regulatory requirements, and records retention standards.
- **Accounts Payable and Receivable**
 - Prepare and process accounts payable transactions and supporting documentation.
 - Maintain accurate accounts receivable records and monitor outstanding balances.
 - Investigate and resolve discrepancies as required.
- **Payroll Administration**
 - Process payroll accurately and within established timelines.
 - Maintain payroll records and ensure compliance with applicable legislation, remittance requirements, and reporting obligations.
- **Banking and Reconciliations**
 - Complete monthly bank reconciliations.
 - Review and reconcile financial transactions to ensure accuracy and completeness.
 - Review, reconcile, and process organizational credit card transactions and payments.



- Financial Reporting
 - Prepare monthly financial reports and supporting schedules.
 - Review monthly financial statements with the Treasurer and provide explanations regarding significant variances, trends, or concerns.
 - Assist with budget preparation, forecasting, and financial analysis as requested.
- Regulatory Compliance and Annual Filings
 - Coordinate and complete required annual filings and submissions, including but not limited to:
 - Canada Revenue Agency (CRA) filings;
 - Audit preparation and support;
 - Alberta Gaming, Liquor and Cannabis (AGLC) reporting;
 - Corporate registry filings;
 - Municipal licensing requirements; and
 - Other regulatory or statutory reporting obligations as applicable.
 - Ensure organizational compliance with applicable financial reporting and filing deadlines.
- Organizational Support
 - Provide periodic and ad hoc financial support to the Board of Directors, Treasurer, committees, and staff.
 - Assist with the preparation of financial information required for grants, funding applications, sponsorship reporting, and special projects.
 - Maintain organized electronic financial records and supporting documentation within approved organizational file management systems, including Microsoft Office and Google Workspace environments.
- Process Improvement and Internal Controls
 - Monitor financial processes and internal controls for effectiveness and compliance.
 - Identify risks, inefficiencies, control weaknesses, or process gaps and provide recommendations for improvement.
 - Support the implementation of approved process improvements and enhanced financial controls.
 - Promote best practices in financial management, documentation, and governance.

Qualifications & Experience

- Required Qualifications
 - Thorough knowledge of Accounting Standards for Non-Profit Organizations (ASNPO).
 - Thorough understanding of fund accounting principles.
 - Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
 - Diploma, degree, or equivalent education and experience in Accounting, Finance, Business Administration, or a related field.
 - Demonstrated proficiency with QuickBooks.



- Proficiency with Microsoft Office Suite, including Excel, Word, Outlook, and related applications.
- Proficiency with Google Workspace, including Google Drive, Docs, Sheets, and shared file management.
- Strong written and verbal communication skills, with the ability to communicate financial information clearly and professionally to both financial and non-financial stakeholders.
- Strong analytical, organizational, and problem-solving skills.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Preferred Qualifications
 - Experience working within a not-for-profit organization.
 - Experience with PoolQueue software.
 - Experience supporting external audits and regulatory reporting requirements.

Reporting Relationship

The Bookkeeper reports to the Office Manager and works collaboratively with the Board of Directors, staff, external auditors, financial institutions, and regulatory agencies as required.

Working Conditions

- Ability to manage multiple priorities and deadlines in a dynamic environment.
- Ability to work independently while maintaining effective communication with organizational leadership and stakeholders.
- Occasional attendance at Board or committee meetings may be required

Wage

OSC offers a competitive salary and benefits package commensurate with the applicant's experience / qualifications.

Qualified and interested applicants, please forward your resume and cover letter to Secretary Michelle Diep (secretary@olympianswimclub.com).

Resumes will be taken on an ongoing basis until the position is filled, with the closing date for applications being **August 31st, 2026**. We thank all those who apply, however only those candidates selected for an interview will be contacted.