Woolwich Minor Hockey Association (WMHA) is looking to fill the part-time position of Administration Assistant/Bookkeeper. This role will work closely with our Office Coordinator/Registrar and will play a key role in the administrative operations for the WMHA.

The Administration Assistant/Bookkeeper position is a part-time role, working approximately 15-20 hours per week.

This role will mostly function remotely, with some hours at our Office at the Woolwich Memorial Centre required during peak times.

Main Duties:

* Bookkeeping duties – reconciling bank statements, posting entries and providing monthly financial statements to the WMHA Board of Directors
* General office duties, including but not limited to answering incoming inquiries from our members, sorting, and distributing incoming/outgoing mail and banking
* General Data entry, using the Hockey Canada Registry database – including registration entries, confirmation of payments and the creation of team rosters
* Website updates, as directed
* Other general office duties as required

To qualify for this role, the ideal candidate will have:

* Strong communication and interpersonal skills, both verbal and written
* Must be highly organized with excellent attention to details
* Ability to work independently, be a self-starter and effectively manage competing priorities
* QuickBooks experience or basic accounting experience, an asset
* Must have some flexibility to work evenings to attend Board meetings, when required (approximately 1 evening per month)
* Basic hockey knowledge is considered a strong asset

Please email resume, with salary expectations to: woolwichhockey@outlook.com.