



WE ARE HIRING!

Bookkeeper & Hockey Office Administrator

Accepting resumes & cover letter to resume@pgmha.com until June 30, 2025

Start August 11, 2025 / Full Time / hourly rate TBD (\$27-\$30/hr. negotiable)

Education: **Bookkeeping Certificate** (minimum required)

Experience: Experience with sport organization preferred

Tasks & Software skills:

- Keep financial records
- Reconcile accounts
- AR, AP and payroll
- Oversee up to 20 accounts
- Prepare financial reports
- Perform administrative duties
- Process improvement
- Sage Simply Accounting or Quickbooks
- Google Docs
- MS Excel
- MS Word
- Implement registration systems (e.g. TeamSnap for Business, training available)

Additional Information:

- Partially qualified applicants are encouraged to apply
- Speak, write and communicate in English fluently
- Complete a criminal record check
- Ability to work independently; be dependable
- Attention to detail; organized
- Ability to work in a fast-paced environment and under pressure

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