



Office Bookkeeper/Admin Position

East Calgary Twin Arena Society (ECTAS) is a non-profit organization which operates a facility that includes twin ice rinks, a licensed restaurant and meeting rooms, located at 299 Erin Woods Drive SE.

POSITION DESCRIPTION:

- Maintain financial records, including purchases, sales, receipts, payments and assisting auditors with Year End financials.
- General office duties, such as answering/directing telephone calls, postal mail/e-mail, providing a customer service presence
- Assisting with ice bookings and working closely with the General Manager
- Bi-weekly payroll submissions
- Coordinating casino events
- Assisting with grant applications
- Additional hours may be required from time to time, to ensure vacation/sick time coverage

WORK TERM:

- Full-time (30+hours/week)
- Participation in group Blue Cross benefits as defined

QUALIFICATIONS:

- Strong English verbal/written skills
- Experience with Sage Accounting package or similar accounting package
- Proficiency with MS Office applications
- Familiarity with Max Solutions ice scheduling software or similar ice scheduling package would be advantageous
- Work/Volunteer experience with non-profit or community associations would be an asset

Please send resume with past/current employment, education and volunteer activities, along with references to jobs@eastcalgarytwinarenas.com

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted. East Calgary Twin Arena Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks.