



CALGARY WOMEN'S SOCCER ASSOCIATION

GENERATIONS UNITING TOGETHER

POSITION TITLE: BOOKKEEPER

Position Term: Part-Time, Year-Round, 5 – 10 hours per week

Location: Southeast Calgary

Reports To: Executive Director

Date Posted: August 1, 2025

Are you a detail-oriented bookkeeper who loves the idea of giving back through your work?

Calgary Women's Soccer Association is seeking a part-time bookkeeper to help us manage our financial operations while we grow the game. You'll play a vital role in keeping our program running smoothly so that all players can thrive in sport. Since 1981, the CWSA has been the primary soccer organization for women in Calgary. With over 110 teams, including League 1, AMSL, Open Elite, Recreational, and Classic Divisions. At CWSA, we're passionate about growing women's soccer and building a community where everyone feels welcome, on and off the pitch. We're a tight-knit, fun, nonprofit, and now we're looking for a number-loving, spreadsheet-slaying superstar to join us behind the scenes.

This position supports the Executive Director and Operations Lead in the coordination of the day-to-day financial operations of the association. We are seeking a detail-oriented, trustworthy, and mission-aligned Bookkeeper to manage and maintain the financial records of our non-profit women's soccer association. If you've got a knack for numbers, a love for clean ledgers, and a preference for flexible hours, you might be our perfect match. The ideal candidate has a strong foundation in financial practices and supports a culture of empowering women and girls through sport.

This is a year-round position with weekday part-time daytime work, and hours may vary during peak periods. The Bookkeeper will report directly to the Executive Director and will work collaboratively with the Operations Lead and League Coordinator.

KEY ASSETS AND QUALIFICATIONS:

- Proficiency with Sage.
- Strong Excel skills, including Pivot Tables.
- Expertise in Payroll (Day Force) is mandatory – processing and remittance.
- Strong knowledge of accounting standards (non-profit accounting standards would be a benefit).
- High attention to detail and accuracy in data entry and record-keeping.
- Able to identify discrepancies and resolve errors proactively.
- Able to manage multiple financial tasks and meet deadlines.

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- High level of confidentiality and integrity – ability to handle sensitive financial information with discretion.
- Effective communication with a variety of stakeholders (staff, board, members, and auditor).

KEY RESPONSIBILITIES:

- Maintain accurate, up-to-date financial records (general ledger, accounts payable/receivable, bank reconciliations).
- Process invoices, payments, and reimbursements for vendors, governing body teams, and players.
- Preparation and submission of quarterly GST payment
- Prepare monthly financial statements and reports for the Executive Director and Treasurer.
- Reconcile bank accounts and monitor cash flow.
- Support the audit preparation and liaise with the Executive Director/Treasurer.
- Ensure compliance with CRA and nonprofit guidelines (GST, payroll).

EXPERIENCE AND EDUCATION:

- Diploma or degree in accounting, finance, or related field (or equivalent experience).
- 5-10 years of bookkeeping experience or applicable professional accounting experience; nonprofit and/or sports organization experience preferred.
- Understanding of the unique financial operations is a plus.
- Current police check required (CPIC).

WHY JOIN US?

- Be part of a dynamic, passionate, and inclusive team committed to empowering women through sport.
- Flexible work schedule – potential for remote/hybrid work.
- Competitive hourly rate.
- Tickets to watch Calgary's women's professional team, the Wild.

HOW TO APPLY:

*Please forward the following two attachments to office@mycwsa.ca by **August 25, 2025**:*

- A current resume in PDF format
- A cover letter in PDF format

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