

Book Keeper/Accountant

Reports To: Canora Golf & Country Club Executive Board Members

Location: Canora Golf & Country Club, Canora, SK.

Work Period: Casual, part time

Salary Range: Competitive Negotiable Wages

This role description represents a starting framework. Final responsibilities, authority and compensation will be determined based on the candidate's experience, qualifications and the scope of responsibilities mutually agreed upon.

Job Summary: The Golf Course Accountant/Book keeper is responsible for overseeing all of the financial aspects of the golf course business including pay roll, handling invoices, deposits, tracking inventory and completing club financial reports.

Key Responsibilities:

Check over daily/weekly financial Transactions

- Enter daily/weekly sales, purchases, receipts, and expenses into journals and ledgers.

Manage accounts payable/receivable

- pay vendor bills and manage outstanding invoices
- ensure customer invoices are paid

Bank Reconciliation

- Compare Bank statements with internal records to find any discrepancies.

Staff Payroll

- Handle employee wages, deductions and related tax filings.

Financial Reporting

- Generate Monthly Reports like profit and loss statements and balance sheets.