



The Lake Bonavista Community Association (LBCA) is a non-profit community association and registered charity located in south Calgary, serving its 10,000+ community members and facility users. The LBCA operates a 65,000-square-foot recreation centre and offers a variety of programs and events year-round. For over 50 years, the LBCA has been a focal point in the community bringing together all walks of life for recreation, education, and social opportunities.

**JOB TITLE:** Accountant

**REPORTS TO:** General Manager

**INTERACTS WITH:** The Board of Directors, LBCA staff, program coordinators/committees, LBCA external auditors and Municipal, Provincial and Federal government departments, Ceridian Canada, TD Bank, Royal Bank and Manulife.

**TYPE:** Permanent, part time.

**KEY RESPONSIBILITIES:**

Accounting and Financial

- Code and input deposits, invoices, payroll, and ACTIVENet data into QuickBooks Pro accounting software
- Prepare and adjust monthly QuickBooks journal entries for payroll, investment income, balance sheets, accruals, bank and admin fees, and facility usage
- Prepare weekly deposit summary – balance cash, cheques, debits, credit cards
- Prepare and distribute financial reports including balance sheets, income statements, individual program financials, general ledger reports and budget comparisons
- Lead annual operating and capital budget preparation in collaboration with the Operations Supervisor, General Manager, Program Coordinator, and VP of Finance
- Regularly update the General Manager and Board of Directors on budget comparison and input the approved budget
- Prepare reconciliations, supporting paperwork, and spreadsheets for auditors
- Verify entry adjustments and final financial statements and work with auditors to complete annual audit
- Complete monthly, quarterly, and annual reports as required for Revenue Canada, Alberta Gaming, and other regulatory agencies (i.e., GST, Annual Charity Return, WCB Report, T4s, and Casino Report.)

**Job Opening: Accountant, Part-Time**



**SKILLS AND ATTRIBUTES:**

- Excellent working knowledge of computer systems including QuickBooks, Excel, and Word  
Experience with ACTIVENet software is an asset
- Comprehensive knowledge of all accounting aspects such as preparation of financial statements, budgeting, prepayments, accruals, amortization, and accounting for grants
- Experienced bookkeeping and accounting for large charities
- Detail-orientated, and a self-starter who accepts the job at hand and takes responsibility for the decisions and actions that follow
- A friendly and pleasant personality
- An excellent verbal and written communicator
- Ability to work independently and as a team player

Please apply by submitting your resume to Andrea Waara, LBCA General Manager at [andrea.waara@thelbca.ca](mailto:andrea.waara@thelbca.ca)

The LBCA is an Equal Opportunity Employer, and employment selection decisions are based on merit, qualifications, and abilities. LBCA does not discriminate in employment opportunities or practices based on race, colour, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by country, regional or local law.

Please, no unsolicited resumes or phone inquiries from agencies, thank you.

**Lake Bonavista Community Association (LBCA)**

1401 Acadia Drive SE Calgary, AB T2J 4C6

Email: [info@thelbca.ca](mailto:info@thelbca.ca)

*While we appreciate all the submitted applications, we will only contact the candidates being considered for this position. Thank you for your interest.*