



## HALIFAX TROJAN AQUATIC CLUB

6260 South Street  
Halifax, Nova Scotia  
B3H 3J5 Canada  
Office Phone: 902-425-8622  
Email: [office@htac.ca](mailto:office@htac.ca) Website: [www.htac.ca](http://www.htac.ca)

### Halifax Trojan Aquatic Club – Office Administrator

Halifax Trojan Aquatic Club was founded in 1967, and has grown over the years to become the leading competitive and most decorated swim team in Atlantic Canada. We are currently seeking a part-time Office Administrator for a December 1st, 2017 start.

#### **Duties include but not limited to:**

##### Accounting

- Maintain up to date membership, payroll, vendors' accounts through QuickBooks Online accounting software
- Collect, deposit, and record funds from competitions, fund raisers, membership payments and online credit card processing
- Manage the RBC Express Pre-Authorized Debit system, ensuring accuracy and confidentiality of information and ensure proper posting to the QuickBooks Online system. Follow up any returned payments in a prompt and professional manner
- Assists the Club Treasurer in analysis on the financial statements for the Club
- Advises the Head Coach on budget related matters and provides updates on progress toward monthly and annual budget targets
- Assists the Club Treasurer in the development of the annual Financial Forecast for presentation at the AGM.
- Manage the online payment system and record payments to accounts through the QuickBooks Online system in a timely fashion
- Advises the Head Coach and Club Treasurer of delinquent accounts in a timely fashion to resolve issues
- Prepares a reconciles Meet Clearing accounts and ensures all funds have been collected
- Manage and distribute regular membership account statements and follow up with delinquent accounts in a prompt and professional manner

##### Registration

- Manage Team Unify membership database with Club Registrar
- Manually input membership information into QuickBooks Online
- Regularly compare group coaches' attendance reports with club registration records
- Communicate with membership and coaches regarding membership status, group changes, and expenses

##### Equipment

- Coordinate with the Coaches and/or Equipment Manager (volunteer) to collect and manage equipment order forms and payment from membership through website and office
- Support the Club Treasurer in management and tracking of equipment inventory
- Submit orders and payments to equipment vendors

#### Communication

- Regularly report to Head Coach, Treasurer, and Registrar with regards to accounting, registrations, and equipment
- Return phone messages and emails in a timely and professional manner, interact with membership during regular office hours, to be determined based on the successful applicant's availability.
- Assist in preparation of registration, accounting, and brochure documentation
- Work with the Head Coach and Travel Coordinator to ensure payment related to competition travel and accounts
- Collaborate with fund raising and training group leaders regarding changes to schedule, fund raising opportunities, and urgent communications

#### Requirements

- Two or more years of accounting/bookkeeping experience preferred, or in Year 3 or 4 of an Accounting or Business Administration post-secondary degree
- Self-motivated, well organized, with strong communication skills
- Experience with not for profit sports organization, competitive swimming a plus
- Strong computer skills (Microsoft Office (especially Excel), Internet navigation, accounting software, etc) considered necessary

#### Salary

- Salary is expected to be commensurate with experience. Regular office hours can be expected to range from 10 to 15 hours per week.
- Please submit salary expectations within your application letter

#### Closing date is November 10, 2017

Responses will only be given to those that are chosen for an interview. Thank you to all who apply.

Please **EMAIL** resume and two references to: [application@htac.ca](mailto:application@htac.ca)