

## The Royal Canadian Legion 293

Office Manager / Bookkeeper.

This job may average 24 to 35 hours a week. Flexibility with hours is one of the great assets to this job.

The payrate is \$25 an hour, but a higher rate may be available for the right person.

Job requirements: Ability to work respectfully with co workers and volunteers and liaison with Board, staff, Zone and Command.

Good communication skills.

Proficient in Sage Accounting, using all modules including inventory.

Maintaining multiple cash floats and petty cash.

Providing monthly financial statements to the board with explanations.

Accounts payable and receivable, payroll, (including T4 calculations), GST, and PST remittances.

Working with BC Gaming including applying for new licences and reporting all gaming income.

Familiarity with the POS system, pull tab and keno machines would be a great asset.

Other duties include answering phones, serving customers making bank deposits, bookings for hall rental, and ordering supplies.

Criminal check and BC Gaming Certification are a must.

**Please apply by March 20, 2026 with resume to [rclav293@shaw.ca](mailto:rclav293@shaw.ca)**