

Superior Curling Club Accounting Clerk

Primary tasks

- Record all financial transactions in Quickbooks
- Keep records such as receipts to support financial transactions
- Reconcile all accounts monthly
- Manage money to maximize interest while maintaining easy access to the cash needed to run the club
- Assist the treasurer as needed

It is estimated that the accounting clerk will spend 15-20 hours per month during the curling season and 2-3 hours per month during the off-season. The individual must be proficient in the use of Quickbooks and have access to the internet. Pay for this position is \$3600 per year.