**Job Title: Bookkeeper**

**Location:** Whitby, ON  
**Reports To:** Director, Business Administration   
**Job Type:** Full-Time

**Job Overview:**

Ontario Basketball Association is seeking a meticulous and reliable **Bookkeeper** to manage our financial records and support our finance team. The ideal candidate will have strong accounting knowledge, high attention to detail, and familiarity with industry-standard accounting software and frameworks.

**Key Responsibilities:**

* Maintain accurate and up-to-date records of daily financial transactions.
* Post and process journal entries to ensure all business transactions are recorded.
* Update and maintain the general ledger and trial balance.
* Reconcile bank statements and ensure consistency with general ledger entries.
* Perform account reconciliations to confirm the accuracy of financial data.
* Assist with budget monitoring and identify variances from projected financial plans.
* Ensure timely and accurate compliance with local laws and financial reporting standards.
* Support audits and help prepare documentation as required.
* Organize and file financial documents to ensure compliance with legal and regulatory standards.

**Qualifications and Skills:**

* Bachelor’s degree or college diploma in Accounting, Finance, or related field.
* 1-3 years of bookkeeping experience in a small or medium-sized business.
* Proficiency in Microsoft Excel and experience with accounting software such as QuickBooks, Sage, Xero or similar.
* High attention to detail and a commitment to producing accurate work.
* Strong data entry skills with excellent organizational abilities.
* Ability to manage multiple tasks and meet deadlines in a professional manner.
* Demonstrated ability to maintain confidentiality and professionalism in financial matters.