

## Job Posting – Bookkeeper

**Sport Law** is seeking a detail-oriented and experienced **Bookkeeper** to support our nonprofit sport clients across Canada. This contract position offers flexibility and the opportunity to contribute to the health and vitality of Canadian sport by ensuring strong financial management practices.

### Company Overview

Founded in 1992, **Sport Law** has grown into a trusted advisory firm specializing in legal, governance, and leadership services for sport organizations at the national, provincial, and community levels. Our team includes lawyers, governance experts, leadership coaches, and financial management professionals, all committed to making sport better. As we continue to expand, we seek a skilled Bookkeeper to help us maintain financial excellence and support the sport sector we care deeply about.

### Job Description

The **Bookkeeper** will be responsible for managing financial records, processing transactions, and providing accurate financial reports. The ideal candidate is detail-oriented, organized, and experienced in working with nonprofit organizations. This is a **remote contract position** with flexible hours, making it an excellent opportunity for an independent professional looking to contribute to the sport sector.

### Key Responsibilities

- Maintain accurate financial records and ledgers for Sport Law and its nonprofit sport clients.
- Process accounts payable and accounts receivable.
- Prepare and manage invoices, receipts, payments and possibly payrolls.
- Reconcile bank statements and financial accounts.
- Assist in preparing financial reports and statements.
- Ensure compliance with relevant accounting principles and nonprofit financial regulations.
- Support budgeting and forecasting activities.
- Work closely with Sport Law consultants and clients to provide financial insights and best practices.

### Requirements

- Diploma or degree in Accounting, Finance, or a related field.
- Minimum **3 years of bookkeeping experience**, preferably with nonprofit organizations.

- Proficiency in accounting software such as **QuickBooks, Sage, or Xero**, and document management software, such as Plooto or Hubdocs
- Strong knowledge of **Canadian nonprofit accounting practices and CRA compliance**.
- Experience managing **GST/HST filings and payroll processing** is an asset.
- Ability to work independently with minimal supervision and manage multiple deadlines.
- Excellent organizational skills and attention to detail.
- Strong communication skills and the ability to work with diverse clients.
- Passion for sports and an understanding of the Canadian amateur sport sector is a plus.

### **What We Offer**

- The opportunity to work with a team passionate about making sport better.
- A flexible, **remote work environment**.
- Engaging and meaningful work supporting nonprofit sport organizations.
- Competitive contract compensation.
- Access to a network of experienced professionals in the sport sector.

### **Location**

Sport Law operates **virtually**, and we welcome applications from across Canada.

### **How to Apply**

If you are a skilled **Bookkeeper** with a passion for sport and nonprofit financial management, we'd love to hear from you! Please submit your **resume and cover letter** to **hello@sportlaw.ca**.

**Sport Law** is an equal opportunity employer. We value diversity and inclusion in the workplace and encourage applications from individuals of all backgrounds. For more information about Sport Law, our services, vision, mission, and values, please visit our website: <https://sportlaw.ca/>

Please note that only shortlisted candidates will be contacted for further evaluation. All applications will be handled with strict confidentiality.

**Application Deadline** March 31, 2025