



TECUMSEH SHORELINE MINOR HOCKEY ASSOCIATION

Contract Position:	Finance (Bookkeeping)		
Stipend:	\$3000/year with Breakdown Paid monthly (\$250 per)		
Position Type:	Contract (renew annually)	Effective: May 1st, 2018	
TSMHA Contact:	President & VP Finance	E-mail: president@tsmha.net	
Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors			
<p>Job Purpose:</p> <p>To manage the finances and bookkeeping of TSMHA and report back to the VP Finance</p> <p>Duties:</p> <ul style="list-style-type: none"> • To act in the best interest of Tecumseh-Shoreline Minor Hockey Minor Hockey • Non Profit Accounting an asset • Must have knowledge and experience with Sage 50 (accounting software) • All aspects of accounting required (A/P, A/R, journal entries, YE recs) • Prepare monthly finance reports • Ability to prepare annual budget projections • Must be able to make deposits to bank (2-3 times per month) • Year end preparations and reports for audit • Attend meetings as needed • Knowledge of Microsoft Excel <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Problem Solving, Finance Management, Verbal Communication 			
Accepted By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	