



## **ADMINISTRATION CLERK**

**East Hants Minor Hockey Association (EHMHA) is a not for profit organization providing quality hockey programming to the youth of East Hants.**

Applications are currently being accepted for a part-time **Administration Clerk**.

Reporting directly to the VP Admin, the Administrative Clerk will be responsible for supporting the Treasurer and VP Admin with day to day administrative duties and the remaining members of the Board of Directors as needed. This position will provide financial & clerical and client support to the registration, certification and fundraising processes and events as well as accounts receivable collection. This position will provide clerical support to the Treasurer in preparing payables, invoicing for teams and tournament registrations, reconciliation of accounts and ensuring bank deposits are done in a timely manner.

The preferred candidate must be able to work independently, have a high level of initiative and organization skills, and demonstrate good judgment along with knowledge of internal control procedures and bookkeeping methods/procedures. Experience with spreadsheets, Quickbooks, the Hockey Canada Registry (HCR) would be an asset.

An equivalent combination of education and experience will be given consideration. Availability to work in-office at the East Hants Sportsplex 1-2 evenings per week is required.

The EHMHA board anticipates a 12 hour work week, with some flexibility throughout the year to coincide with the hockey season high activity periods (Fall and Winter) and low activity periods (Spring and Summer). The pay range for this position is \$15 to \$17 per hour, to commensurate with experience.

TO APPLY: [Please email your resume to info@ehpenguins.org](mailto:info@ehpenguins.org) by July 21st.

Due to the potential number of applicants, only those chosen for an interview will be contacted.