



## Bookkeeper

MultiSport Canada is an event management company that specializes in endurance sports such as triathlon, running and cycling. We strive to provide an environment for our customers that promotes the ideals of participating in events while emphasizing camaraderie, fun and competition.

MultiSport Canada is looking for a great person who is detailed oriented and hard working to be a part of the team. We provide race organization and support the team for more than 35 events from April to November throughout Central and Southern Ontario.

We are seeking applicants for a bookkeeping position, working from our office in Barrie. The ideal candidate will need a positive attitude, patience, good communication skills both written and oral. The position is flexible offering between 10 to 15 hours per week Monday to Friday. Please email your resume to Sharon Foulkes at [info@multisportcanada.com](mailto:info@multisportcanada.com).

### Main responsibilities:

- Data entry into *Quick Books On Line* for three companies
- Process bill payments from suppliers
- Create invoices for contracts, vendors, contractors, etc.
- Basic banking
- Additional administrative duties as needed

### Requirements:

- Post secondary education
- Quick Books trained with experience
- Works well in a fast paced, dynamic environment
- Works independently
- Flexible work schedule