

Alberta 5 Pin Bowlers' Association
Job Posting – Executive Secretary

The Alberta 5 Pin Bowlers' Association (A5PBA) is actively recruiting for the contract position of Executive Secretary. This full-time position would report directly to the A5PBA President and be responsible for managing the day-to-day operations of the A5PBA as well as providing guidance and support to the A5PBA Board of Directors.

Primary duties of the position

- Manage the Association's incoming and outgoing correspondence.
- Order and distribute annual supplies and awards to participating bowling center proprietors and zone representatives.
- Manage and maintain the Association's annual membership renewal.
- Perform bookkeeping activities such as prepare monthly financial reports, invoicing, deposits, cheque preparation, GST reporting, banking arrangements, and audit support.
- Working with the A5PBA Tournament Liaison in preparing for and managing A5PBA tournaments.
- Organize the Association's meetings, prepare reports for Board Members, and prepare meeting minutes.
- Manage the Association's fundraising activities and function as the primary resource for AGLC applications and reporting.
- Maintain the Association's archives.

Qualifications for the position

- Proficiency in QuickBooks, Microsoft Excel, Word, Outlook, and Access.
- Experience in database entry and file management.
- Familiarity with AGLC regulations and reporting requirements.
- Proven organizational skills.

Compensation

- This position pays \$1,350 per month (12-month term renewable contract).
- Working out of the home, reimbursement is negotiable for the cost of utilities and storage space.

Interested candidates should contact the A5PBA President, Tim Wiseman via email at trswiseman@shaw.ca.

Job posting closes on September 14th, 2023.