



MILLARVILLE RACING & AGRICULTURAL SOCIETY

PART-TIME BOOKKEEPER

Millarville Racing and Agricultural Society is seeking a part-time bookkeeper to oversee the financial data of our not-for-profit society. This role will include daily accounting tasks, monthly financial reporting, maintaining accurate books on accounts payable, accounts receivable, daily financial entries and reconciliations as well as payroll. The successful candidate should have excellent communication skills, proficient skills in accounting software and overall computer proficiency, be comfortable working efficiently with minimal supervision and possess a deep understanding of accounting principles. Accounting or finance-related education will be an asset as will previous bookkeeping experience.

15-20 hours per week

\$25 - \$30 dollars per hour

Remote work is OK

Please send resume attention, Dan Heyde (ops@mras-track.com)