



## **Toronto Triathlon Club Board Description of Role of Accountant**

### **Purpose**

Support the Treasurer by preparing and inputting all financial entries into Quickbooks Online, reconciling accounts regularly, and supporting the preparation of formal financial reports as required.

### **Term**

Ongoing basis; determined by Treasurer

### **Reporting relationship**

Reports to Treasurer

### **Primary Duties**

- Prepare and input all financial entries (events / income) into Quickbooks Online (QBO); journal entries reflecting bank activity, expenses, accruals, income, prepaids, accrued liabilities, deferred revenue, etc.
- Prepare regular reconciliation of accounts (typical working papers), which includes:
  - Bank reconciliations (monthly)
  - AR and AP summaries (monthly or as required)
  - Prepaids / accrued liabilities / deferred revenue – with any formal reporting period (likely annually or quarterly)
- Prepare HST reports (monthly) and remittances (as required by CRA – likely annual filing)
- Prepare and support development of supporting documents and worksheets for any audits or financial reviews (as required)

### **Time Commitment**

15 hours per month throughout the year, possibly higher during the months for each quarter end and year end

Updated October 2019