Bookkeeper / Executive Assistance – Sparwood Coal Miner Days

Position: Bookkeeper (Contract, Part-Time)

Organization: Coal Miner Days Society of Sparwood

Location: Sparwood, BC

Contract Term: January – September (9 months) 2027

Compensation: $330 per month — paid on the last day of each month

About Sparwood Coal Miner Days

Coal Miner Days is a long-standing community celebration in Sparwood, BC, honouring the town's mining heritage and strong community spirit. The festival is organized by the Coal Miner Days Society and supported by residents, businesses, and community groups. The Bookkeeper plays a key operational and financial role, helping ensure the financial integrity of the Society and the event, representing both the Coal Miner Days Society Board and the community of Sparwood.

Position Summary

The Bookkeeper is responsible for the financial administration of the Coal Miner Days Society and its annual event. This includes bookkeeping, budget tracking, issuing checks, reporting to the District, grant writing, and supporting the Board in financial decision-making.

This is a part-time, contract role with low to moderate hours throughout the year, with increased activity around key reporting and grant deadlines as well as during the Coal Miner Days festival period in June.

Key Responsibilities

- **Financial Management & Bookkeeping:** Maintain accurate, up-to-date financial records using QuickBooks (or similar) and Excel. Record income and expenses, reconcile bank statements, and track accounts payable/receivable. Work with the Board to develop and monitor the annual event budget.

- **Reporting & Compliance:** Prepare and file required District reports and financial documents on time. Ensure the Society complies with relevant financial standards and provide regular financial updates and statements to the Board.
- **Grants & Funding:** Identify, prepare, and apply for grant opportunities in consultation with the Board. Maintain organized records of applications, deadlines, and reporting requirements, tracking grant income and expenditures.
- **Board & Community Representation:** Attend Board meetings as required to present financial reports and advice. Represent the Society and the Sparwood community with professionalism in all financial dealings, collaborating with the Board, Event Coordinator, and volunteers.

Qualifications

Required:

- Experience in bookkeeping, accounting, or financial administration (volunteer or professional).
- Working knowledge of QuickBooks and Microsoft Excel.
- Strong attention to detail and accuracy in financial record-keeping.
- Ability to prepare clear, concise financial reports.
- Experience filing financial, district, or municipal reports.
- Experience preparing or supporting grant applications.
- Ability to work independently, manage deadlines, and communicate clearly with the Board.
- Willingness to represent the Coal Miner Days Society Board and the Sparwood community with integrity and professionalism.

Assets:

- Previous experience as a treasurer or bookkeeper for a nonprofit or community organization.
- Familiarity with Sparwood, the Elk Valley region, or community festivals.
- Understanding of nonprofit financial practices and grant reporting.

Contract Details

- **Term:** January 1 – September 30, 2027 (flexible start date may be considered)
- **Compensation:** $330 per month
- **Payment Schedule:** Paid on the last day of each month
- **Hours:** Flexible and part-time, with periods of higher workload around grant deadlines and event time

How to Apply

Please submit your cover letter (outlining your experience and connection to Sparwood or similar communities) and resume/CV (highlighting relevant skills in QuickBooks, Excel, and grant reporting) via email to:

coalminerdaysevents@gmail.com

Application Deadline: December 15, 2027

Only those selected for an interview will be contacted.