



TriCities Female Ice Hockey Association  
34A – 2755 Lougheed Hwy, Suite 609  
Port Coquitlam, BC  
V3B 5Y9

## INDEPENDENT CONTRACTOR JOB POSTING

ICJP#: 2024-04  
TITLE: Bookkeeper

### 1. INTRODUCTION

#### 1.1 Background

TriCities Female Ice Hockey Association (“TCFIHA” or the “Association”) is a community based non-profit minor hockey association, guided by our volunteer board of directors (“Board”) and run primarily by volunteers from our membership. TCFIHA is home to over 350 female hockey players from our 5-year-old U7 Division to 20-year-old U21 Division.

#### 1.2 Philosophy

All children who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions, and available volunteer coaches. Furthermore, to provide an environment in which these children can learn hockey skills, play hockey at a level consistent with their aspirations, learn good sportsmanship and develop into young adults that their families and community can be proud of.

#### 1.3. Amateur Hockey Structure

TCFIHA is a member association of and subject to the rules and regulations of:

- PCAHA;
- BC Hockey; and
- Hockey Canada.

### 2. INVITATION

The Association, by its volunteer elected Board, invites qualified parties (each, a “Proponent”) to submit an application for the performance of the duties required of a TCFIHA Bookkeeper as detailed below (the “Work”). As support staff for the Association, the Bookkeeper is subject to the policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.



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### **3. SUBMISSION INSTRUCTIONS**

#### **3.1 Anticipated Timeline**

The following table sets out the anticipated timeline for this ICJP:

Activity	Timeline
Closing Date	1700 PST, Friday, June 21 <sup>st</sup> , 2024
Interviews	June 22 <sup>nd</sup> to 27 <sup>th</sup> , 2024
Awarded	Friday, June 28 <sup>th</sup> , 2024
Work Commences	Monday, July 1 <sup>st</sup> , 2024

The dates above are estimates only and are subject to change at the sole and absolute discretion of the Board.

#### **3.2 Delivery of Applications**

Applications are to be in the form of a Cover Letter explaining how you would be a good fit for TCFIHA and a CV sent electronically by way of email to [President@TriCitiesFemaleIceHockey.ca](mailto:President@TriCitiesFemaleIceHockey.ca).

#### **3.3 Closing Time**

Applications must be received on or before the Closing Time (date and time) as listed in Section 3.1.

#### **3.4 Late Applications**

Applications received after the Closing Time will not be considered unless approved by the President.



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### **3.5 Amendment of Applications**

A Proponent may withdraw or amend (additions, deletions, or substitutions) a submitted application in the same manner as described in Section 3.2 at any time prior to but not after the Closing Time.

### **3.6 Contact Person**

The following person is the “Contact Person” for this ICJP: Peter Aragon  
[President@TriCitesFemaleIceHockey.ca](mailto:President@TriCitesFemaleIceHockey.ca)

### **3.7 Scope of Work**

The key responsibilities of the Bookkeeper include:

Bookkeeper is responsible for full cycle accounting of the Association operations, including tournament operations. Bookkeeper works with Registrar (revenues), Ice Allocator (payments and cost allocations), Executive Assistant (memberships’ deposit cheques), and Tournament Coordinator and team (receipts and disbursements). Bookkeeper to support Treasurer and Finance committee.

#### **3.7.1 Accounts Payable Processing:**

- Invoice collection, approvals, coding, posting, document retention
- Invoice payment preparation, posting and mailing

#### **3.7.2 Accounts Receivable Processing:**

- Invoice preparation and distribution
- Receipts collections, posting and depositing
- TeamSnap & Stripe monthly revenue export and report generation

#### **3.7.3 Monthly & Periodic Accounting**

- Download to server bank statements for Association accounts and all team accounts
- Reconcile Association bank accounts
- Reconcile TeamSnap & Stripe revenue reports to bank deposits
- Prepare bank transfer reports for Association account fund transfers
- Prepare bank transfer reports for Team accounts (Ref Fees, Development reimbursements)
- Track, review, and follow up with Team Treasurers on Ref Fee reimbursements, TeamDevelopment cost reimbursements
- Year end accruals



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- 3.7.4 Financial Reporting:
  - Monthly preparation of financial package for submission to finance committee
  - Year end financials preparation for Treasurer review and publication
  
- 3.7.5 Accounting System
  - Maintain Chart of Accounts in conjunction with Finance Committee input
  - Maintain AR sales invoice items
  - AP and AR subledger maintenance
  - Backup accounting records
  - Document retention of accounting records
  
- 3.7.6 Maintain and monitor the assigned association email address and reply to email
  
- 3.7.7 Performs other website and social media related duties as assigned by the Treasurer.

The duties above are anticipated duties that may be modified at the discretion of the President and/or the Executive Committee.

### **3.8 Expectations**

The TCFIHA Bookkeeper is expected to:

- 3.8.1 Ensure that the TCFIHA brand, communications, representation, and duties of the position are consistent with the TCFIHA's mission, bylaws, code of conduct, and core values. In all its duties, adhere to the rules and regulations of TCFIHA, PCAHA, BC Hockey, and Hockey Canada.
  
- 3.8.2 Make use of their own computer equipment, Wi-Fi, and software required to complete the work.
  
- 3.8.3 Have non-traditional, flexible work hours (evenings, weekends)
  
- 3.8.4 Be comfortable with seasonal busy periods and demands that require a response in a timely manner



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### **3.9 Form of Application**

Proponents should follow the form of Application described in Section 3.2 and provide all or any portion of the scope of work requested by this ICJP.

## **4. FINANCIAL**

### **4.1 TCFIHA Bookkeeper Salary**

TCFIHA Board of Directors has approved a contract salary of \$6,000 for the TCFIHA Bookkeeper Position.

### **4.2 Independent Contractor Status**

It is the intention of the Association that the TCFIHA Bookkeeper is engaged as an independent contractor of the Association and is not an employee of the Association.

### **4.3 Tax Matters**

As the TCFIHA Bookkeeper is an independent contractor and not an employee of the Association, TCFIHA Bookkeeper will invoice the Association on the 10<sup>th</sup> of every month for the following pay schedule and amounts.

Invoice Date	Amount	Payment Date
July 10 <sup>th</sup> , 2024	\$500.00	July 15 <sup>th</sup> , 2024
August 10 <sup>th</sup> , 2024	\$500.00	August 15 <sup>th</sup> , 2024
September 10 <sup>th</sup> , 2024	\$500.00	September 15 <sup>th</sup> , 2024
October 10 <sup>th</sup> , 2024	\$500.00	October 15 <sup>th</sup> , 2024
November 10 <sup>th</sup> , 2024	\$500.00	November 15 <sup>th</sup> , 2024
December 10 <sup>th</sup> , 2024	\$500.00	December 15 <sup>th</sup> , 2024
January 10 <sup>th</sup> , 2025	\$500.00	January 15 <sup>th</sup> , 2025
February 10 <sup>th</sup> , 2025	\$500.00	February 15 <sup>th</sup> , 2025
March 10 <sup>th</sup> , 2025	\$500.00	March 15 <sup>th</sup> , 2025
April 10 <sup>th</sup> , 2025	\$500.00	April 15 <sup>th</sup> , 2025
May 10 <sup>th</sup> , 2025	\$500.00	May 15 <sup>th</sup> , 2025
June 10 <sup>th</sup> , 2025	\$500.00	June 15 <sup>th</sup> , 2025



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The above payment schedule reflects the TCFIHA Bookkeeper awarded the contract on June 15<sup>th</sup>, 2024 and running to June 14<sup>th</sup>, 2025. The above dates can be adjusted if the contract is awarded on a different date.

It is the responsibility of the TCFIHA Bookkeeper to determine if they are required to invoice for GST and if so, the amount as indicated in the table above is exclusive of GST. If the TCFIHA Bookkeeper invoices TCFIHA for GST, then the TCFIHA Bookkeeper must provide their GST number on the monthly invoice.

## **5. APPLICATION EVALUATION**

### **5.1 Application Considerations**

To be considered responsive, an Application must meet all the requirements as outlined in Section 3 above. Applications not meeting all requirements will be considered non-competitive and will not be given further considerations. Only shortlisted Applicants will be invited to an interview with the Executive Committee.

#### Evaluation Criteria

Applicants Covering Letter and CV will be reviewed along with their interview performance and the Executive Committee will identify the ideal candidate based on the following:

- Experience
- Knowledge of working with computer software, Teamsnap, Teamsnap Tournaments, and Teamsnap websites.
- Lack of Conflicts
- Fit for TCFIHA

Please note that the TCFIHA Executive Committee will provide instruction on Teamsnap, Teamsnap Tournaments, and Teamsnap websites if the ideal candidate does not have experience in these areas.

### **5.2 Candidate Selection**

The successful candidate will be selected based on the best overall value to the Association as determined by the Board and generally based on the criteria outlined in Section 5.1.



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## **6. CONFIDENTIALITY**

Information pertaining to this ICJP, including any additional information provided to the successful candidate, is strictly confidential. The distribution of this information without the express written consent and authorization from TCFIHA is strictly prohibited.

## **7. CONTRACT AWARD**

Upon selection of a successful Candidate, if within thirty (30) days of notification of award by TCFIHA, a written agreement (contract) cannot be negotiated and finalized, TCFIHA at its sole discretion may terminate negotiations with the selected candidate. In this case, TCFIHA reserves the right to enter into negotiations with the next qualified Candidate or to cancel this ICJP entirely and not award a contract to any Applicant. The Association will not be obligated in any manner to any Applicant, selected, whatsoever until a written contract has been duly executed relating to an approved Applicant.

## **8. RENEWAL OF CONTRACT**

TCFIHA and the awarded Candidate have the right to jointly agree to renew the existing contract for an additional year at the end of each contract period.

If TCFIHA Board decides to not renew the contract prior to the end of a given contract year, TCFIHA has the right to do a call out for Applicants and to go through the process outlined herein for determining the best candidate moving forward.

