

Job Posting – Racing Department

Please be aware of the following job posting for Horsemen's Bookkeeper

POSTED: May 11, 2022

LOCATION: Fort Erie Race Track

CLASSIFICATION: Seasonal F/T (24-30 Hrs per week)

WAGE RATE: \$18.30 Per Hour

RESPONSIBILITIES AND QUALIFICATIONS:

- Maintains the General Accounts for owners, trainers, and jockeys. Operations of general accounts are similar to that of a "Bank"
 - Responsible for all transactions in the horsemen's account.
 - Transfers appropriate fees from one account to another, such as billing for a jockey, claims etc
 - Processes and handles large sums of money and cheques. Prepares cheques in appropriate amounts and obtains proper signatures before distribution.
 - Must be able to obtain all required licenses from applicable regulatory agencies, including the Alcohol and Gaming Commission of Ontario (AGCO)
 - Demonstrated experience in general accounting or bookkeeping skills, problem solving, and performing functions in an accurate manner
 - Graduation from a Secondary Education Program and bookkeeping experience
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Interested applicants should submit a resume to jobs@forterieracetrack.ca, or may drop off a resume at:

Fort Erie Race Track Administration
230 Catherine St., Fort Erie
Attn: Becky Singleton

Fort Erie Race Track is committed to providing equal treatment and opportunity to all individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please contact Human Resources to make appropriate arrangements.

