

ARCHERY CANADA & WRESTLING CANADA LUTTE FINANCE COORDINATOR

THE POSITION:

Unique opportunity to work with two National Sport Organizations through a single application process, Archery Canada and Wrestling Canada Lutte are seeking an 8-month interim Finance Coordinator to cover for a maternity leave. The successful candidate will report to the Executive Director of each organization.

Working in a team environment within each organization, the Finance Coordinator be responsible for the financial coordination of each organization. Key areas of focus include accounts receivable, accounts payable, preparation of financial statements, management of payroll, managing the organizational audits, and ensuring compliance with all regulatory requirements. The Finance Coordinator will work off-site with weekly communication with the respective Executive Director of each organization.

ABOUT ARCHERY CANADA:

Archery Canada (AC) is the National Sport Organization responsible for the promotion and development of the timeless sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

ABOUT WRESTLING CANADA LUTTE:

Wrestling Canada Lutte (WCL) is the national sport governing body for Olympic style wrestling in Canada. Working in collaboration with our partners, WCL supports the development and growth of wrestling in Canada. Among its responsibilities, the association selects and prepares Canada's teams that participate in international competitions including Continental Championships, World Championships and major multi-sport Games (ie. Olympic Games).

LOCATION:

The position is primarily based in Ottawa. Allowances for remote / virtual work will be considered during COVID-19.

WORKING CONDITIONS:

This is a part-time contract position (~20-25 hours / week) paid hourly and separately by each NSO, with a 60/40 split between WCL and Archery Canada, covering a maternity leave from February 15th, 2022 to October 31st, 2022. Ability to work some weekends and evening hours may be required.

Salary will be commensurate with experience and the budgets of each NSO.

ORGANIZATIONAL SCOPE:

The Finance Coordinator has the authority to act and take measures that are necessary in the daily operation of each NSOs respective programs within the approved policy and the annual operating budget for each NSO.

REPORTING STRUCTURE / SUPERVISION:

The Finance Coordinator reports and is accountable to the Executive Director (ED) or each NSO. The Finance Coordinator also liaises with the AC and WCL Treasurer, and closely with other AC and WCL staff and advisory committees, as necessary.

KEY RESPONSIBILITIES:

- Day-to-day accounting and financial operations using *Quickbooks online*, including:
 - maintain chart of accounts
 - accounts receivables, invoicing and bank deposits
 - accounts payable and expense claims
 - e-commerce activities supporting credit card and cheque payments
 - monthly bank & credit card reconciliation
 - semi-monthly payroll & payroll taxes
 - prepare travel advances
 - record and prepare tax receipts under NSO policies
- Assist with the preparation of the annual budget including forecasting and tracking.
- Prepare monthly, quarterly and year-end financial reports, including recommendations.
- Federal and provincial regulatory filings and financial reporting for external funding agencies ensuring compliance with government regulations.
- Assist with preparation of funding partner reports.
- Prepare and support the auditor during the annual audit and any other special audits or reviews that may occur from time to time.
- Ensure compliance with Archery Canada & WCL policies and procedures, internal / external controls and security requirements.
- Maintain financial filing system separately for each NSO.
- Other duties, as assigned by the NSOs.

EDUCATION, EXPERIENCE and SKILLS:

- Degree or diploma in bookkeeping, business, administration or related studies from a recognized post-secondary institution.
- 3 to 5 years of relevant experience in finance, administration, budgeting and reporting.
- Strong analytical and organizational skills and experience with problem solving.
- Experience with financial statements and reports preparation.
- Experience working with *Quickbooks online*.
- Knowledge and experience in the operation of not-for-profits and the Canadian sport system is an asset, as well as working with volunteers.
- Knowledge and experience with federal and provincial statutes governing the charitable sector.
- Excellent organizational and administrative skills.
- Excellent attention to details.
- Strong communication skills. Having the ability to work effectively in both English and French is an asset.
- Computer skills including Microsoft office 365, email and internet.
- Self-starter and ability to work both independently and in a team environment.

HOW TO APPLY:

If you believe you have the required qualifications and have a passion for sport, please submit your resume, covering letter, and salary expectations, in confidence, to Karl Balisch, Executive Director, Archery Canada (kbalisch@archerycanada.ca) by January 28th, 2022. Please indicate "FINANCE COORDINATOR" in the subject line of your email.

This application deadline may be extended at the discretion of Archery Canada & WCL. We thank all candidates in advance. However, only qualified candidates will be contacted and invited to interview. Interviews are tentatively scheduled for the week of February 7th, 2022. Candidates would ideally be able to begin duties on February 15th, 2022 or sooner.

Archery Canada & WCL are committed to creating an inclusive and diverse work environment as equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. If you require an accommodation, we will work with you to meet your needs.

THIS POSITION IS MADE POSSIBLE WITH FINANCIAL SUPPORT FROM THE GOVERNMENT OF CANADA.