



Volleyball Canada invites applicants for...

Volleyball Canada- Lead, Finance & Administration

Organization:	Volleyball Canada
Supervisors:	Chief Operating Officer
Location:	Ottawa ON (Hybrid remote flexibility available)
Type of Position:	Full-time
Anticipated Start Date:	February 2024

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. This position will lead the financial administration and reporting for Volleyball Canada. Working closely with executive and program leadership, this position will aid in the planning and administration of financial and operational programs execution and processes.

Volleyball Canada is committed to equity, diversity, and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

Responsibilities

- Lead on accounting systems and day to day functions including, receivables, invoices, payables cash flows and reconciliations
- Be a bank and insurance contact. Initiate required bank transfers, direct deposits and cheque runs, and administer/report on investments.
- Lead the execution of financial policies and procedures, filing of all remittances, compliance obligations and financial reporting requirements and standards
- Preparation of monthly, quarterly, and annual financial reports, audit files, Sport Canada reports/applications, and other funding bodies
- Ensuring financial compliance for Universal code of Governance
- Liaise with external auditors and the finance committee of the Board of Directors on the audit processes and implement any necessary changes
- Coordinate the annual budgeting and planning process in conjunction with the COO and senior management team; administer and oversee all financial plans in collaboration with the COO and Senior Management Team
- Financial analysis as required with the Finance & Audit Committee and Senior leadership
- Monitor the financial health of the organization, and work with senior leadership on financial risk assessment and disaster recovery planning
- Lead in developing and streamlining operational efficiencies and implementing process improvements.
- Other responsibilities as required by Volleyball Canada



Qualifications/Expertise

- Legally able to work in Canada
- 3+ years prior work experience in finance and/or accounting
- Practical experience with accounting software (such as QuickBooks), spreadsheets (such as MS Excel) and/or Adobe products.
- Experience with Payroll software considered an asset.
- Undergraduate degree or equivalent experience in finance, accounting or similar.
- A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization
- Strong organizational skills, decision making/problem solving skills, time management and attention to detail
- Exceptional verbal and written communications skills
- The ability to work independently, in a fast-paced environment
- Experience working in the Canadian sport system or working with Sport Canada reporting is considered an asset.
- Chartered Professional Accountant (CPA) designation or pursuit of is considered an asset.
- Bilingualism (French/English) is an asset

Term

This is a full-time position. Anticipated start date is February 2024

Salary

The salary range for this position is \$55-75K dependent on skills and qualifications within range.

Application Deadline

January 14th 2024 at 11:59pm

Please send a cover letter, a resume and three (3) references **by e-mail only**, to:

Thalia Hanniman- Human Resources Coordinator – Volleyball Canada – thanniman@volleyball.ca

We thank all applicants, however, only those candidates selected for an interview will be contacted.