



Volleyball Canada invites applicants for ....  
**Finance Administrator**

**Organization:** Volleyball Canada  
**Supervisor:** Finance & Administration Lead  
**Location:** Ottawa ON  
**Type of Position:** Term contract- Full-time hours  
**Term:** April 2026-August 2026

**Nature of Work:**

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. The Finance Administrator plays a role in supporting the Finance & Administration Lead in day-to-day financial activities of the organization and office operations.

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.

**Duties & Responsibilities**

- Be the primary contact for general finance inquiries: mail, phone and electronic communications
- Data input into accounting system, receivables, and payables
- Support on accounting systems and day to day functions including, receivables, invoices, payables cash flows and reconciliations
- Assist VC's Finance staff in all reconciliations as required (PayPal, Shopify, Bank accounts & Credit Cards)
- Preparation of reports for program areas
- Preparation of invoicing to VC customers
- Initiate required bank transfers, direct deposits and cheque runs
- Maintenance of all required supporting documentation
- Assists in preparation of monthly financial reports, audit files, and Sport Canada reports and applications
- Other duties as required by Volleyball Canada

**Qualifications**

- Post-secondary education in accounting, business administration, or related field
- Some working experience in financial administration and accounts payable.
- Excellent organizational and time-management skills
- Strong attention to detail and ability to build reports
- Strong communication skills, both written and verbal
- Proficiency in Microsoft Office Suite and database management tools
- Ability to work independently and collaboratively in a fast-paced environment



- Bilingualism (English/French) is considered an asset

**Term**

This is a full-time term contract position. Anticipated start date is April 1<sup>st</sup> 2026 to August 2026

**Salary**

The salary range for this position is \$20-\$23/hour dependent on skills and qualifications.

**Application Deadline:**

**Thursday March 5<sup>th</sup> at 11:59pm EST**

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](mailto:thanniman@volleyball.ca)

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