

Speed Skating Canada Job Description

Job title	Coordinator, Finance and Administration
Reports to	Senior Coordinator, Leadership and Operations
Location	National Office - Ottawa

Job purpose

The Coordinator, Finance and Administration ***will play a critical role in achieving Speed Skating Canada's strategic business priorities*** as they relate to achieving organizational excellence on the road towards the 2022 Olympic Games and beyond ***by supporting the administrative aspects of the organization's finance, operations and membership objectives.***

Duties and responsibilities

National Office Administrative Support – Under the direction of the Senior Coordinator, Leadership and Operations the Coordinator, Finance and Administration will

- Assisting in the coordination of the SSC Congress and Annual General Meeting (AGM), Board of Directors and staff events and retreats;
- Recording, transcribing and distributing minutes of staff meetings;
- Assisting with Canada Summer Jobs applications and intern onboarding;
- Supporting the operations of the National Office, including the maintenance of contact and distribution lists;
- Monitoring SSC's general inbox and directing communications to the appropriate staff member;
- Provide administrative support to the CEO and CSO as required and under the direction of the Coordinator, Leadership and Operations

Finance Support – Under the direction of the Controller:

- Support the Controller in the day-to-day accounting transaction processes, including accounts receivables and invoicing, in the organization's accounting software and associated peripheral systems;
- Support staff and other internal stakeholders in day-to-day financial and administration processes, such as vendor payments, expense claims, customer/client invoicing, etc.;
- Supporting bi-weekly payroll processing and reconciliation of benefits accounts;
- Assist in the preparation of ongoing internal monthly financial reporting and forecasting as needed by the Controller, including expense and bank reconciliations;
- Assisting with federal and provincial regulatory filings, as well as financial reporting for external funding agencies as per the requirements set out in the contribution agreements;

- Assisting in the external audit process;

Membership – Under the direction of the Senior Coordinator, Membership and Alignment:

- Manage the annual or bi-annual invoicing of SSC membership fees; and,
- Manage the day-to-day maintenance and customer service of SSC's membership system for clubs and PTSOs.
- Assist in the completion and implementation of membership and alignment projects

Qualifications

Qualifications for the position include:

- Bilingual or proficient working in both official languages
- Degree or diploma in bookkeeping, business, administration, or related studies from a recognized post-secondary institution
- 1-3 years of relevant experience in finance, administration, budgeting and reporting
- Strong analytical and organizational skills and experience with problem solving,
- Experience working in Microsoft Office 365 to contribute to the support of budgeting, logistics, meeting planning and internal and external reporting
- Excellent communication skills, both written and oral, with the ability to convey complex financial information succinctly and communicate with our member contingent
- Experience with QuickBooks or similar accounting software
- Work with NSO and membership of NSO is an asset

Working Conditions

The Coordinator, Finance and Administration will primarily work at the Speed Skating Canada National Office in Ottawa. Occasional weekend work and travel will be required to attend meetings and events.

Direct reports

This position does not have any direct reports.