



House of Sport, RA Centre
2451 promenade Riverside Dr
Ottawa, ON K1H 7X7
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speedskating.ca
patinagedevitesse.ca

JOB ADVERTISEMENT

Coordinator, Finance and Administration

Speed Skating Canada

“To Challenge and Inspire Canada to Thrive through the Power of Speed Skating”

Speed Skating Canada (SSC), the national governing body for the sport of speed skating in Canada, is looking for an enthusiastic individual for the newly created position of Coordinator, Finance and Administration. Reporting to the Senior Coordinator, Leadership and Operations, ***the successful candidate 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.***

Specific areas of responsibility will include:

Finance Support

- Under the direction of the Controller, support 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;
- Assist 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;
- Assist in the external audit process;

Operations Support

- Under the direction of the Coordinator, Leadership and Operations, assist 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.

Membership Support

- Under the direction of the Senior Coordinator, Membership and Alignment, manage the annual or bi-annual invoicing of SSC membership fees; and,



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- 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

The ideal candidate will possess:

- Bilingual or proficient working in both official languages
- Degree or diploma in bookkeeping, business administration or related studies from a recognized post-secondary institution;
- One to three years' relevant experience in finance, and 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;
- Experience with Quickbooks or similar accounting software;
- Excellent communication skills, both written and oral, with the ability to convey complex financial information succinctly and communicate with our member contingent; and
- A passion for sport (previous work with or membership of a National Sporting Organization would be preferred).

Working conditions for this role include:

- Primary work location based at the National Office in Ottawa;
- Occasional travel to meetings and events will be required; and,
- Occasional weekend work will be required.

To further explore this opportunity, please submit your resume and cover letter to the contact listed below.

The application deadline is October 30th, 2020.

CONTACT

Katherine Strong
Senior Coordinator, Leadership and Operations
E kstrong@speedskating.ca