



House of Sport, RA Centre
2451 promenade Riverside Dr
Ottawa, ON K1H 7X7
Canada

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speedskating.ca
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JOB ADVERTISEMENT

Coordinator, Finance and Corporate Services

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 Corporate Services. Reporting to the Director, Finance & Corporate Services, ***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 Director, Finance & Corporate Services the Coordinator will:

- Support the Director in day-to-day accounting transaction processes, including accounts receivables and invoicing, within 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.
- Support bi-weekly payroll processing and reconciliation of benefits accounts
- Manage monthly bank reconciliations and corporate card 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

Membership

Under the direction of the Director, Finance & Corporate Services, and with the support of the Senior Coordinator, Membership & Alignment, the Coordinator will:

- Manage the day-to-day maintenance and customer service of SSC’s membership system (IceReg) for clubs and PTSOs
- Manage the annual invoicing of SSC membership fees
- Reconcile Point of Sale data in IceReg to membership revenues received in bank account
- Assist in the completion and implementation of membership and alignment projects



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Corporate Operations

Under the direction of the Senior Coordinator, Leadership & Operations, the Coordinator will:

- Assist in the coordination of the SSC Congress and Annual General Meeting (AGM), and of Board of Directors and staff events and retreats
- Support the operations of the National Office, including the maintenance of contact and distribution lists
- Monitor SSC's general e-mail inbox and telephone line, and direct incoming communications to the appropriate staff member
- Provide administrative support to the CEO as required

Qualifications for the ideal candidate 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, 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
- Previous work with an NSO and/or membership of an NSO is an asset

Working conditions for this role include:

- Primary work location based in Ottawa or Calgary
- Potential for flexible work arrangements with possible home office
- Some travel may be required
- Some weekend work may be required

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

The application deadline is September 27, 2021.

CONTACT

Terry Lockhart

Director, Finance & Corporate Services

E finance@speedskating.ca