

MANAGER, FINANCE (second posting)

STATUS	Permanent Full-Time
REPORTING TO	Director, Corporate Services
LOCATION	Ottawa, ON (All employees currently working from home)
SALARY	\$75,000 to \$90,000
DESIGNATION	Chartered Professional Accountant (CPA)
START DATE	November 2021
WEBSITE	www.coach.ca

SUMMARY

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

The CAC is dedicated to offer a diverse and inclusive workplace and to create a culture and commitment that align with our aspirational [values](#).

- Seek to Understand
- Cultivate Inclusion
- Be Curious
- Act with Courage
- Lead and Serve with Gratitude

The CAC understand the diversity of its workforce and offer different opportunities through its practices and policies to promote a work-life balance for its employees.

Reporting to the Director, Corporate Services, the Manager, Finance is responsible for the daily financial operations management of the organization and works collaboratively with the Senior Management Team to ensure solid financial, investment and budgetary plans and practices are in place.

DUTIES & RESPONSIBILITIES

Accounting & Audits

- Lead the accounting, reporting and monitoring requirements of the CAC;
- Ensuring adherence to CAC's financial and administrative policies, and making recommendations for revisions as required;
- Manage bi-monthly payroll processing, year-end payroll reconciliation, payroll transaction posting and salary budgeting requirements;
- Preparation and lead the annual year-end audit;
- Assesses current accounting operations, offering recommendations for improvement and implementing new processes;

- Managing all bank matters including reconciliations and relationships with financial institutions;
- Supports monthly reconciliation, accounts payable and receivables.

Budget:

- Works with the Senior Management Team (SMT) in the design and preparation of annual budgets and lead the budget planning process;
- Assists the departments in maintaining budget information into accounting and budgeting systems;
- Oversight of CAC's budget and maintain revised budget in accounting software;
- Provide budget support to Senior Management Team as required.

Reporting:

- Preparation of financial reports to the Finance and Audit Committee and Board of Directors;
- Provides Senior Management Team with ad hoc reports and analysis;
- Preparation of Financial Statements;
- Produces financial reports for funding submission;
- Provides timely guidance where appropriate on financial matters to managers and staff;
- Designs and produces specialized reports as needed.

Supervisory responsibility:

- Supervisory responsibility for Coordinator, Finance;
- Manage the relationship and the additional support from an external accounting firm.

Systems:

- Lead the financial systems upgrade projects including research, implementation, and training.

Other responsibilities as required.

QUALIFICATIONS

- Professional Canadian accounting designation (CPA)
- Experience accounting software Sage and SageAPA; Asset not a requirement
- Experience with Ceridian payroll; Asset not a requirement
- A university degree or diploma in related field (Accounting, Business Administration or equivalent);
- Minimum five (5) years' experience in accounting, preferably in the non-profit sector/Non-Governmental Organization, experience with Canadian Sport Organization considered as an asset;
- Strong knowledge of the Accounting Principles in Canada and in non-profit sector;
- Strong technological skills in accounting software, spreadsheets, word processing;
- Strong skills in Budget/Planning;
- Demonstrated a high level of responsibility and initiative in a similar position and work environment;
- Demonstrated ability to analyze problems, make recommendations and reasoned enhancement to financial processes;
- Demonstrated ability to establish priorities and meet deadlines;

- Excellent client service skills, analytical skills and proven ability to work with excellent attention to details;
- Excellent English oral and written communication (Fluency in French considered an asset).

APPLICATION INFORMATION

The CAC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

Please send your resume and cover letter by October 4, 2021 to hr@coach.ca. All responses are appreciated, however, only those selected for an interview will receive a reply.