



# HOCKEY CANADA



## JOB POSTING

**POSITION:** MANAGER, FINANCIAL SERVICES

**EMPLOYEE:** Vacant

**REPORTS TO:** Director, Financial Services

**LOCATION:** CALGARY

**STATUS:** Full-time

**DATE:** 2013

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### **THE ORGANIZATION**

World sports leaders, Hockey Canada is the governing body for hockey in Canada and a member of the International Ice Hockey Federation (IIHF), with a membership through its 13 provincial branch associations of over 700,000 players, coaches and officials. Hockey Canada is a not-for-profit organization that creates leading-edge hockey development programs for its members to deliver in communities across Canada, provides consistent rules and regulations and various other membership services from coast to coast, manages numerous regional, national and international hockey championships and events, and leads the operation of all teams that represent Canada in international hockey competition. Hockey Canada's mission is to "lead, develop, and promote positive hockey experiences".

### **GENERAL RESPONSIBILITIES:**

- Act as finance point of contact with various departments as determined.
- Oversee financial aspects of various departments as determined, including direct meetings to reconcile events and initiatives for pre and post-delivery, act as point of contact on forecasting and budgeting. Follow up on all questions related to these department's finances.
- Supervise reconciliation and maintenance of balance sheet, related spreadsheet reconciliations, and audit support binder.
- Act as back-up in completion and maintenance of financial statements within Sage300
- Completion of Government filings including GST/HST filings, ON & QC tax filings, Sport Canada cash flows and assistance in preparation and filing of OTP documents and hosting grant documents and any other filings and reports as required.

- Maintain general ledger in Sage300 and supervise regular update of chart of accounts resource.
- Act as primary audit resource with respect to balance sheet.
- Supervise Coordinator, General Accounting and Coordinator, Accounts Receivable.

**ESSENTIAL SKILLS:**

The successful candidate shall possess the following:

- Bachelor's Degree or Diploma in Accounting
- Previous experience at a management/supervisory level would be considered an asset
- Advanced computer application knowledge (Microsoft Office, Sage300 (formerly AccPac))
- Intermediate/Advanced knowledge of Microsoft Excel
- Ability to carry out planning and coordinating of daily accounting operations
- Ability to make decisions within generally defined managerial and accounting principles and Hockey Canada policies
- Strong organizational and time management skills
- Proven written and verbal communication skills
- Bilingualism would be considered an asset
- Financial analysis / critical thinking
- Manage multiple priorities in a fast paced environment
- Knowledge of fund accounting in a not-for-profit environment is an asset

Qualified applicants are invited to submit their resume and salary expectations by July 11, 2013 by 9:00 am (MST) to:

Manager, Human Resources  
Hockey Canada  
Suite 201, 151 Canada Olympic Road SW  
Calgary, AB T3B 6B7  
E-mail: [jobs@hockeycanada.ca](mailto:jobs@hockeycanada.ca)

**For more information please visit**

<http://www.hockeycanada.ca/jobs>