



Job title	Senior Coordinator, Finance and Administration
Reports to	Director, Finance and Business Operations
Direct Reports	

Job purpose

The Senior Coordinator, Finance and Administration, working closely with the Director of Finance and Business Operations, is responsible for all daily, weekly, monthly and annual activities pertaining to the financial and administrative management of Skate Ontario. The Senior Co-ordinator, Finance and Administration will ensure that Skate Ontario is compliant with all Federal (where applicable) and Provincial reporting requirements. They will ensure that Skate Ontario is compliant with all other regulatory requirements as they relate to administration and general operations, including but not limited to, human resources, AODA and other relevant legislation and regulations.

Duties and responsibilities

- Management of all Accounts Payable and Accounts Receivable procedures.
- Monthly reconciliation of bank accounts.
- Preparation of monthly cash flow reports.
- Assist with the preparation of government and other funding partner reports as required.
- Provide assistance with the preparation of the annual budget.
- Assist with the preparation for, and co-ordination of the annual audit and any other special audits or reviews that may occur from time to time.
- Manage payroll and benefits programs.
- Liaise with Skate Ontario staff in the detailed financial management of Skate Ontario activities.
- Provide financial management and logistical support to all special Skate Ontario special activities.
- Work closely with the Director, Finance and Business Operations to manage 3rd party relationships as appropriate.
- Work closely with the Director, Finance and Business Operations to manage all other administrative matters including but not limited to leases, insurance, service agreements, etc.
- Ensure that Skate Ontario financial policies are recorded, updated and reflect best practices in the not-for-profit sector.

Qualifications and experience

Qualifications include:

- Extensive experience in managing all aspects of the accounting cycle, including payroll and tax reporting.
- Experience in managing day-to-day office administrative tasks.
- Experience working in the not-for-profit sector

- Experience working cooperatively within a team-oriented environment
- Thorough knowledge of industry standards and practices
- Post-Secondary education in accounting or related experience

Skills and fit:

- Excellent verbal and written communication skills
- Excellent organizational skills
- Ability to perform in a fast-paced, changeable environment
- Proficient in MS Office and Sage50 Accounting

Working conditions

- Office Environment
- Regular Business Hours: 9am -5:00pm
- Extended hours may be required to meet the needs of the business from time to time

Please email Resume and Cover Letter to:

Derek Ventnor

Director, Finance and Business Operations, Skate Ontario

dventnor@skateontario.org

CLOSING DATE: 12 Noon Eastern Standard Time, May 17, 2017