

Career Opportunity – Finance & Administrative Coordinator

Start Date: As soon as possible

Salary: \$40,000 - \$46,000, plus attractive benefits package

Location: In-office located at the House of Sport/RA Centre

Physical and Health Education Canada is a national, charitable, voluntary-sector organization empowering the Physical and Health Education community to ensure students have the knowledge, skills and attitudes to lead active, healthy lives. The association is managed on a day to day basis by a professional office staff based in Ottawa.

GENERAL ACCOUNTABILITY

The Finance & Administrative Coordinator is a full-time position and compensation is commensurate with experience. The successful candidate is responsible for the provision of comprehensive financial and accounting services. The Finance & Administrative Coordinator will be knowledgeable of the non-profit sector, and comfortable working in a dynamic, fast paced and collaborative environment. The Finance & Administrative Coordinator is looking to grow with a growing organization, takes pride in their attention to detail, meeting timelines and contributing to a cause. The Finance & Administrative Coordinator will be proactive and work closely with the Chief Administrative Officer and the Executive Director & CEO, and report to the CAO.

ROLE & RESPONSIBILITIES

- Process the full range of accounting operations such as AR and AP transaction processing, monitoring and reconciliations.
- Submit bi-weekly payroll and benefits.
- Assist in e-commerce activities, supporting credit card and cheque payments.
- Extract, compile and analyze monthly, quarterly and year end financial information and prepare reports, including recommendations.
- Prepare HST returns, annual Charities Return, donation tax receipts and ensure compliance with HST, payroll and other government regulations.
- Prepare for and support the association's annual audit.
- Assist with annual and project forecasting, budgeting and tracking.
- File financial documents, maintaining a strict filing system.
- Ensure compliance with internal and external controls and security.
- Assist with administrative activities for committee support and operations.
- Respond to membership and customer inquiries.



QUALIFICATIONS

- Completion in an accounting designation program (i.e. CGA, CMA, CPA, CA) or equivalent bookkeeping certification with additional experience.
- Ideally has a completed Bachelor in Commerce/Business Administration with a specialization in Accounting.
- 2-5 years relevant experience of financial reporting and analysis (or 5-10 years with bookkeeping certification).
- Experience with financial statements and reports preparation.
- Experience with financial systems/databases – SAGE 50.
- Knowledge and experience in the operation of not-for-profit organizations.
- Knowledge and experience with federal and provincial statutes governing the charitable sector.
- Excellent knowledge regarding tax issues, policies and emerging information.
- Excellent organizational and administrative skills.
- Excellent attention to detail, data-entry accuracy and quality of work.
- Self-starter and ability to work both independently and on a team.
- Computer skills including Microsoft Office, Excel spreadsheets, analytical/reporting tools, email, and Internet.
- Strong verbal and written English communication skills.
- Bilingualism is an asset.
- Innovative, can-do spirit.

YOUR FUTURE TEAM

- PHE Canada's vision is for all Canadian children to lead healthy and active lives. PHE Canada is committed to hiring a workforce and working with professional contracting services that are inclusive of the diverse student population and membership it serves.
- The perfect fit for us is someone who has strong attention to detail and has many good ideas and is comfortable throwing them out into the group for input. You have a keen innovative spirit, good relationship-building skills and have a great sense of humour.
- This is a high performing but small team and we will rise to the occasion together. Supporting young people to live healthier lives is meaningful work and we take a lot of pride in that.
- We wrote this together and we hope you will contact us if you see yourself as part of the team.

HOW TO APPLY

We thank all respondents; however, only those candidates selected for an interview will be contacted.

Interested candidates should submit their covering letter and resume, and any written reference letters in confidence, no later than **Monday, August 31st, 2020** to:

Attention: PHE Canada Team

Physical and Health Education Canada (PHE Canada)

2451 Riverside Drive

Ottawa, Ontario K1H 7X7

Email: info@phecanada.ca

Web: www.phecanada.ca