



WRESTLING CANADA LUTTE FINANCE & ADMINISTRATION COORDINATOR

ABOUT WRESTLING CANADA LUTTE:

Wrestling Canada Lutte (WCL) is the national sport governing body for Olympic style wrestling in Canada. Working in collaboration with our partners, WCL supports the development and growth of wrestling in Canada. Among its responsibilities, the association selects and prepares Canada's teams that participate in international competitions including Continental Championships, World Championships and major multi-sport Games (ie. Olympic Games).

THE POSITION:

Working in a team environment, the Finance & Administration Coordinator will provide financial and general administrative coordination and support to the Association and National Office staff, ensuring compliance with all regulatory requirements.

LOCATION:

The position is primarily based in Ottawa at the National Office. Some allowances for remote / virtual work will be considered.

WORKING CONDITIONS:

This is a part-time position (~20-24 hours / week; minimum 3 days). Ability to work some weekends and evening hours is expected. Some travel may be required for successful delivery of responsibilities.

Salary will be commensurate with experience and the Association's budget.

ORGANIZATIONAL SCOPE:

The Finance & Administration Coordinator has the authority to act and take measures that are necessary in the daily operation of the association's respective programs within the approved policy and the annual operating budget for the Association.

REPORTING STRUCTURE / SUPERVISION:

The Finance & Administration Coordinator reports and is accountable to the Executive Director (ED). The Finance & Administration Coordinator also liaises with the WCL Treasurer, and closely with other WCL staff and advisory committees, as necessary.





KEY RESPONSIBILITIES:

1. Financial Coordination & Support

- Day-to-day accounting and financial operations using Quickbooks, including:
 - maintain chart of accounts
 - accounts receivables, invoicing and bank deposits
 - accounts payable and expense claims
 - e-commerce activities supporting credit card and cheque payments
 - monthly bank & credit card reconciliation
 - semi-monthly payroll & payroll taxes
 - prepare travel advances
 - record and prepare tax receipts under WCL's policy
- Assist with the preparation of the annual budget including forecasting and tracking.
- Prepare monthly, quarterly and year-end financial reports, including recommendations.
- Federal and provincial regulatory filings and financial reporting for external funding agencies ensuring compliance with government regulations.
- Assist with preparation of funding partner reports.
- Prepare and support the auditor during the annual audit and any other special audits or reviews that may occur from time to time.
- Ensure compliance with WCL policies and procedures, internal / external controls and security requirements.
- Maintain financial filing system.

2. Human Resources Support

- Maintain benefits programs through third-party provider.
- Maintain electronic personnel records (Bamboo HR software).
- Coordinate and assist with the onboarding and orientation of new employees.

3. National Office Administrative Coordination & Support

- Monitor WCL's general inbox and telephone and direct to the appropriate staff person, and respond to general inquiries.
- Coordinate National Office operations:
 - incoming and outgoing mail
 - office supplies & WCL inventory
 - office hardware & software
 - WCL liaison with the House of Sport – RA Centre
 - Maintain office files & WCL service agreements
- Maintenance of WCL's new database.
- Staff support to WCL's Finance & Audit Committee.
- Provide general administrative support to the Executive Director.



4. Miscellaneous

- Other duties, as assigned by the Executive Director.

EDUCATION, EXPERIENCE and SKILLS:

- Degree or diploma in bookkeeping, business, administration or related studies from a recognized post-secondary institution.
- 3 to 5 years of relevant experience in finance, administration, budgeting and reporting.
- Strong analytical and organizational skills and experience with problem solving.
- Experience with financial statements and reports preparation.
- Experience working with Quickbooks or similar accounting software.
- Knowledge and experience in the operation of not-for-profits and the Canadian sport system is an asset.
- Knowledge and experience with federal and provincial statutes governing the charitable sector.
- Excellent organizational and administrative skills.
- Excellent attention to details.
- Strong communication skills. Having the ability to work effectively in both English and French is an asset.
- Computer skills including Microsoft office 365, email and internet.
- Self-starter and ability to work both independently and in a team environment.

HOW TO APPLY:

If you believe you have the required qualifications and have a passion for sport, please submit your resume, covering letter, and salary expectations, in confidence, to the Executive Director (tamara@wrestling.ca) by October 16, 2020. Please indicate “FINANCE & ADMINISTRATION COORDINATOR” in the subject line of your email.

This application deadline may be extended at the discretion of WCL. We thank all candidates in advance. However, only qualified candidates will be contacted and invited to interview. Interviews are tentatively scheduled for the week of October 26, 2020. Candidates would ideally be able to begin duties on November 2, 2020 or sooner.

WCL is committed to creating an inclusive and diverse work environment as an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. If you require an accommodation, we will work with you to meet your needs.

THIS POSITION IS MADE POSSIBLE WITH FINANCIAL SUPPORT FROM THE GOVERNMENT OF CANADA.