



AB | NT | NU

Coordinator, Finance Position Description

Position Type: Part-time

Location: Hybrid

Reports To: Executive Director

Position Overview

The role of Coordinator, Finance is to support all monthly and yearly accounting, to administer pay and benefits, to support budgeting and fundraising activities, and all associated financial reporting, in accordance with the policy and strategic direction set by the Executive Director and Board of Directors.

The Organization

Skate Alberta/Northwest Territories/Nunavut (Skate AB|NT|NU) is dedicated to supporting and promoting excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

Vision

Inspiring everyone to experience the joy of skating and pursuit of personal achievement

Mission

Skate AB | NT | NU will support and promote excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

Values

Collaboration. Excellence. Inclusion. Integrity

For more information, please visit our website: www.skateabnwtun.ca

Key Responsibilities

The Coordinator, Finance core responsibilities are as follows but not limited to:

Monthly Accounting Cycle

- Responsible for performing the standard monthly accounting cycle functions including the processing of entries and the preparation of reports and documentation.
 - Processing entries ensuring coding to appropriate accounts
 - Accounts payable
 - Accounts receivable, including initial follow-up with overdue accounts
 - Month-end and year-end adjustments and closing processes include the preparation of quarterly financial reports that include budget to actual comparisons and forecasting
 - Ensure expenditures comply with Section financial policies, procedures, and approval processes
 - Process and reconcile registration payments coordinated and/or collected by the Section Office

- Account and bank reconciliations
- Monitoring of cash position and cash flow projections

Pay & Benefits

- Coordinate compensation, payroll and benefits programs.
- Remit deductions to Canada Revenue Agency.
- Prepare/coordinate payroll and employee benefit forms relating to set-up of new employees, changes to employment and termination of employment.
- Reconcile government remittance reports and related accounts.
- Prepare and verify T4s/T4As and summaries and prepare year end reconciliation.
- Perform annual Workers Compensation Board (WBC) audit and reporting.
- Administer Registered Retirement Savings Plan (RRSP) and Health and Wellness Benefit contributions.

Annual Accounting Cycle

- Assist with the year-end audit by preparing documents, and liaising with external auditors as required.
- Assist the Executive Director in the coordination of annual budgeting processes.
- Prepare annual GST remittance preparation and filing.

Staff Member Responsibilities

- Ensure compliance with relevant financial regulations, policies and reporting requirements including charitable reporting, grant reporting, and audits.
- Evaluate existing financial processes and systems, identifying opportunities to improve efficiency, strengthen accounting practices, and mitigate risks.
- Recommend new processes or technologies to the Executive Director that can enhance financial operations, reporting accuracy, and transparency.
- Participate in scheduled staff meetings and planning sessions and provide input and feedback, as required.
- Provide appropriate and timely feedback related to financial matters to other staff members, as required.
- Be knowledgeable of other staff roles and activities in Section Office.
- Provide finance-related reports to the Executive Director, the Finance and Risk Management Committee, and / or Board members, as requested.
- Prepare finance-related materials for Board meetings and the Annual General Meeting, as required.
- Develop and maintain a Resource Manual for role.
- Liaise with Skate Canada's national office, as required, specific to financial matters.

Working Conditions

- Hybrid work environment with a combination of office, and home-based work.
 - Work flexible hours, including evenings and weekends, with capacity for overtime during peak periods.
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Qualifications

- Post-secondary education in an accounting-related field.
- CPA qualified or working towards qualification would be considered an asset.
- 5+ years' work experience in bookkeeping and accounting.
- Minimum of 3 years' experience with QuickBooks software with the ability to utilize it to its full potential.
- Excellent analytical, problem-solving, and organizational skills.
- Experience with administering pay and benefits.
- Advanced proficiency in MS Office (Word, Excel, Outlook) and other software programs such as TelPay.
- Ability to communicate financial information clearly to both financial and non-financial stakeholders.
- Ability to work effectively as part of a team and coordinate a variety of tasks.
- Strong initiative, independence, and ability to work in a fast-paced, high-pressure, and flexible environment.
- High level of integrity and commitment to ethical financial practices.
- Experience with non-profit organizations would be considered an asset.
- Knowledge of figure skating and / or sport organizations and experience working with a volunteer board of directors would be considered an asset.

Deadline to apply

Monday August 25, 2025

How to apply

To express interest in an available role within Skate AB | NT | NU please email executivedirector@skateabnwtun.ca with reference to the role you are applying for within the Subject line.

Please include a resume, cover letter, contact information and best method / time to reach you.

All applicants will be contacted within five (5) business days of the close of applications.