



POSITION: Coordinator, Business Operations
STARTING: Immediately
STATUS: Full-time, salary
HOURS: General office hours of 8:30 AM - 4:30 PM, Monday - Friday
Some evenings & weekends maybe required for special events/programs

Coordinator, Business Operations Job Summary

Reporting to the Executive Director, the Coordinator, Business Operations will be responsible for financial accounting, and administrative duties relating to Hockey Manitoba business operations, in addition to providing general staff support on various programs and events.

Core Areas of Responsibility

- Responsible for accounts payable, accounts receivable, deposits and track accordingly.
- Responsible for the operation of ACCPAC accounting software modules including G/L, A/P, A/R, Inventory and Order Entry.
- Responsible for the preparation of monthly statements, analysis, and availability for the Executive Director, Administration/Finance Committee, and Board of Directors Meetings
- Complete month end closing procedures including Bank reconciliation, VISA statements and cash flow analysis.
- Assist in the preparation of the annual budget and provide updated periodic projections to Executive Director and applicable department staff.
- Assist in the preparation and submission of company financial/legal documents such as Integrated Funding Framework (IFF), Insurance, Annual Return of Information etc.
- Maintaining an updated electronic file of the organization's documents.
- Preparation and filling of GST and PST returns.
- Balancing of books, cash flow, and understanding of financial position and ensure all financial operations comply with federal and provincial laws.
- Process all membership registration fees with year-end reconciliation
- Preparation and organization for annual audit and year-end closing procedures including internal controls.
- Assist in the preparation of reports and/or proposals on various financial issues affecting the organization.
- Produce monthly reports, updates, and other misc. tasks.
- Assist Finance & Administration committee on various tasks.
- Monitor all purchases to ensure compliance with budget policy and adherence.
- Respond to all written correspondence and telephone requests from volunteers, membership, and applicable agencies.
- Prepare the compilation of needed financial documents when required that are outside the scope of a regular operations. I.e. pandemic.
- Attend the Hockey Manitoba Fall, Semi Annual, and AGM and take minutes to an assigned council.
- Other administrative duties as assigned.

SKILLS & QUALIFICATIONS

- Post-secondary education in Business Admin. (or related field) and/or applicable work experience
- Strong understanding and working knowledge of basic bookkeeping and accounting fundamentals
- Experience working with accounting software (ACCPAC, Simply Accounting, etc.)
- Strong computer skills with extensive knowledge of MS Office programs (Word, Excel, PowerPoint)
- Demonstrated organizational, communicational and analytical skills
- Positive attitude, responsive, ability to multi-task and action oriented
- Knowledge and experience of Hockey Manitoba programs and experience with volunteers is an asset

WHY HOCKEY MANITOBA

- Governing body of amateur hockey in Manitoba with membership of over 35,000
- Member branch of Hockey Canada, #1 Provincial Sport Organization (PSO) of Sport Manitoba
- Work daily within Canada's favorite sport with a progressive staff & executive team
- Flexible management mentality
- Competitive wages & benefits

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Peter Woods, Executive Director at pwoods@hockeymanitoba.ca by the deadline of **March 8, 2023**.

Hockey Manitoba

c/o Executive Director

145 Pacific Ave. Winnipeg, MB R3B 2Z6

(204) 925-5757 phone, (204) 925-5761 fax

peter@hockeymanitoba.ca

Note: We thank all applicants for their interest, however only candidates to be interviewed will be contacted.

Thank you.

