

**Racquetball Canada is Hiring a Financial Administrator**

**Position Type**  
Part – Time

**Application Deadline Date**  
December 6, 2021

**Job Location**  
Remote

**Hours:**

Flexible (some evenings and weekends required during busy times)

**About Racquetball Canada**

Racquetball Canada is the National Sport Organization for the sport of racquetball.  As a member of the [Canadian Olympic Committee](https://olympic.ca/), our mission is to coordinate, govern and encourage the advancement of racquetball from the grassroots to the elite level across Canada. Our vision is to be a visible, vibrant sport enjoyed coast to coast by Canadians of all ages and abilities.

Racquetball Canada is also a proud member of the [International Racquetball Federation](http://www.internationalracquetball.com/) and the [Pan American Racquetball Confederation](http://panamericanracquetball.com/). National teams compete in the Pan Am Games, Pan Am Championships and the World Games as well as the World Championships at both the junior and elite level. Racquetball Canada also partners with local organizers to host tournaments including National Championships and National Team selection events.

Racquetball Canada receives considerable funding from the Government of Canada through Sport Canada. This enables our organization to provide Canadian’s access to our sport as part of a healthy and active lifestyle and help high performance athletes participate and succeed in competitions.

Racquetball Canada is committed to creating an inclusive and diverse work environment and is proud to be 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. Racquetball Canada welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process

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**Job Summary and Responsibilities:**

In conjunction with the Director of Finance and the Executive Director of Racquetball Canada, the Financial Administrator is to:

* Prepare and monitor the Association's annual budgets.
* Prepare the Sport Canada budget submission in the format required by Sport Canada and its agencies for core support, official languages, sport participation development, excellence and enhanced capacity.
* Performs the following accounting functions: - invoices for accounts receivable - follows-up on outstanding advances and receivables - records receivables and issues receipts; deposits receivables - records payables and issues cheques - establishes and maintains accounting on Quick Books program - codes all financial documents to appropriate accounts and checks receipts - determines what journal entries are required and prepares same
* reconciles and monitors balance sheet accounts - modifies and upgrades accounting system as required - prepares Sport Canada reporting - records and prepares tax receipts - prepares monthly bank and bank-related investment reconciliations - prepares monthly trial balance of receivables - maintains financial records / financial system and ensures standards are met - financial policy and procedure development and revision as necessary
* See to the maintenance of the financial records in keeping with generally accepted accounting principles. Each month, a full review of the balance sheet and income statement accounts to verify that all postings are correct.
* Provide financial statements for the information of the Board of Directors.
* Assist the appointed accountant with the annual audit and preparation of the year-end financial statements.
* Ensure all administrative funds, including the payment of expenses, issuing of receipts, and accounting of advances are carried out.
* Actively comply with all financial reporting requirements with funding agencies.
* See to the maintenance of up-to-date and accurate files as they pertain to each of the above stated government agencies.
* Supply yearly return to CRA Charities branch
* Ensure that all material relating to Corporation status are compiled and completed

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**Qualifications:**

* Possess a Chartered Professional Accountant designation (CPA) or equivalent experience
* Minimum of 8-10 years’ experience
* Experience working in not-for-profit and/or sport sector, an asset
* Experience in applying and reporting for Federal Government grants an asset
* Demonstrated attention to detail and performing work with accuracy
* Proficient in accounting software
* Able to communicate and write in both official languages considered an asset

**Application Process:**

Please submit resume and cover letter to [execdirector@racquetballcanada.ca](mailto:execdirector@racquetballcanada.ca)

Please note only those selected for an interview will be contacted.



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