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**Job Opportunity: Coordinator, Finance and Administration**

Ontario Basketball is seeking a dynamic and detail-oriented individual to provide financial and administrative support. The successful candidate will play a critical role in ensuring timely collection of revenue and payment of expenses across all programs and departments. They will oversee financial processes, ensure appropriate approvals are received, and follow up with vendors and clubs on outstanding fees. Strong coordination and project management skills are essential for success in this role.

**Key Responsibilities:**

**Accounts Receivable and Payable (40%)**

* Reconcile online payments with banking information.
* Input account details from the online registration platform into Sage.
* Coordinate cheque deposits and refund processing.
* Manage filing, scanning, and entering of accounts payable documentation.
* Process cheques and electronic fund transfers.
* Coordinate credit card statements and reconcile expenses.
* Follow up promptly on outstanding items and payments.
* Validate expenses against approved budgets.

**Coordination and Project Management (20%)**

* Coordinate across all departments and programs to ensure timely revenue collection and expense payouts.
* Collaborate with staff to maintain proper financial processes and approvals.
* Ensure seamless communication between departments regarding financial matters.
* Follow up with vendors and clubs to collect outstanding fees and payments.
* Develop and manage financial tracking databases and spreadsheets to enhance reporting accuracy.

**Special Projects (20%)**

* Lead administrative duties related to finance.
* Provide on-site event support, particularly in cash management.
* Assist with the creation and implementation of improved financial processes.

**Online Registration Platform (10%)**

* Respond to financial and membership inquiries.
* Work with online registration developers to refine and optimize processes.
* Evaluate data for consistency in reporting.

**Reporting and Audit Support (10%)**

* Provide monthly actual-to-budget updates in Sage.
* Perform month-end reviews and adjustments of GL and project code accounts.
* Create custom financial databases or spreadsheets as needed.
* Ensure accuracy and consistency within finance software.
* Support year-end audit preparation.

**Skills and Qualifications:**

* A university degree or college diploma in finance or business administration.
* 1-3 years of progressive experience with accounts payable, receivables, and general bookkeeping.
* Proficiency with finance software (Sage 50 preferred) and QuickBooks.
* Advanced skills in Excel, Word, Outlook, and other office programs.
* Strong aptitude for systems applications and data manipulation.
* Excellent organizational and project management skills to meet critical deadlines.
* Strong interpersonal and communication skills, both verbal and written.
* Ability to handle multiple tasks and prioritize in a fast-paced environment.
* Experience in sport or sport-related organizations is an asset.
* Willingness to work flexible hours, including evenings and weekends, as needed.

**About Ontario Basketball**

*Ontario Basketball is the sport governing body for basketball in the province of Ontario. Ontario Basketball was incorporated as a not-for-profit organization in 1977, but its history dates back to over 80 years ago. Ontario Basketball represents amateur basketball interests in the province and oversees basketball development through the provision of programs and services aimed at meeting the needs of the evolving provincial, national and global basketball landscape. For more information, visit* [*www.basketball.on.ca*](http://www.basketball.on.ca)*.*