



## MANAGER, FINANCE & OPERATIONS

### About the Canadian Paralympic Committee

The Canadian Paralympic Committee is a non-profit, private organization in collaboration with 28-member sport organizations. We are deeply committed to harnessing the transformative power and impact of Paralympic sport.

With a vision of fostering an inclusive world through Paralympic sport, our mission emphasizes both the excellence in games preparation and the promotion of inclusive communities. By celebrating the stories and successes of high-performance athletes with disabilities, the Canadian Paralympic Committee aims to inspire all Canadians to embrace inclusivity and actively engage in sports.

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### Job Summary

The Canadian Paralympic Committee (CPC) is seeking an organized, dynamic, and detail-oriented individual to serve as the Manager, Finance & Operations. The successful individual will provide leadership in financial management and oversight for The Canadian Paralympic Committee (CPC) and the Paralympic Foundation of Canada (PFC).

Working closely with the Director, Finance, Risk & Operations, the Manager, Finance & Operations is responsible for financial management, reporting and analysis. The individual contributes to implementing systems and processes for effective financial management, oversight, and compliance, including day to day financial processing and financial reporting requirements with funding partners ensuring fiscally sound financial controls.

Type: Full Time

Salary: \$70,000-\$75,000 annually based on experience plus benefits

Reports To: Director of Finance, Risk & Operations

Location: CPC Offices in Ottawa, hybrid remote, in-office position (2-3 times per week in the office). Successful candidates *must reside in the Ottawa region* or be willing to relocate to the Ottawa region.

### **You're a great fit if you:**

- Thrive in a fast-paced environment with multiple priorities and deadlines
- Have strong analytical skills and are results-oriented
- Are methodical and detailed oriented
- Build internal and external relationships effectively



- Act and communicate effectively, with appropriate professional judgment and tact.
- Work well with a wide range of diverse individuals
- Can maintain confidentiality of financial information

**Your core day-to-day responsibilities and duties will include:**

***Financial Support:***

- Financial oversight and management of the Paralympic Foundation of Canada (PFC)
- Prepare monthly financial reports and update monthly forecast
- Work in collaboration with the Finance team to manage the monthly closing process
- Reconcile and prepare monthly statements; monitor bank accounts; and analyze monthly financial reports
- Prepare invoices according to contractual agreements with the Foundation, as well as needed for PFC donors and related activities
- Prepare tax receipt reconciliation at year-end to align with annual reporting for CRA
- Prepare government forms and annual corporate charity returns
- Provide support on all external financial audits
- Work in collaboration with the Director, Finance to support with accounting functions for the Canadian Paralympic Committee
- Develop financial strategies to advance program objectives
- Investigate and resolve any financial irregularities or risks
- Prepare and support travel reconciliations for games-time
- Works with Director, Finance to oversee Financial Accounting Software and other financial applications
- Works closely with Director, Finance, Risk & Operations to manage investment reporting and relationship with Investment firm
- Prepare materials, coordinate meetings, and any additional support as needed.

***Reporting & Budget Management:***

- Prepares compliance reports to funders using the appropriate guidelines, as required
- Supports the annual budget process and prepares annual reports for Endowment investors
- Manages and advises on financial forecasting
- Ensure compliance with government regulations

***Operational Support***

- Assist Director Finance, Risk & Operations with managing CPC contractual agreements
- Handling and securing digital files and systems



- Support Business Operations department and Finance team in other duties as required

***Leadership:***

- Support team members in all areas of finance.
- Work with Business Operations department in achieving goals & objectives

***To be successful in this role it would be great if you:***

- Possess a university diploma in the field of Business or Accounting. Pursuing or having CPA designation is an asset.
- Have five (5) years' progressive experience in financial management and analysis preferably in the Not-for-Profit or charity sector
- Can demonstrate attention to detail and performing work with accuracy
- Possess business writing and verbal communication skills, preferably in both official languages
- Can demonstrate knowledge of all administrative aspects of financial management
- Possess knowledge of Business Central (Office 365 platform) and other Microsoft tools
- Have superior time management and organizational skills

**Working Conditions**

- This role is based in Ottawa and will be a hybrid remote, in-office position. (2-3 times per week in the office)
- Successful candidates must reside in the Ottawa region or be willing to relocate to the Ottawa region.
- Successful candidates must be able to legally work in Canada, hold a valid passport, and be able to travel internationally for work as required without restriction.
- Will be required to work evenings and weekends during busy periods, including during Games time and other special events

**Application Process:**

**If you share our passion for sports and are committed to the CPC values, please submit a cover letter and your resume.**

Please apply through BambooHR using the following link:

<https://paralympic.bamboohr.com/careers/107?source=aWQ9Nw%3D%3D>



**Deadline to apply: April 29<sup>th</sup>, 2025**

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

CPC 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, gender identity, gender expression, record of offences, age, marital status, family status, or disability. We strongly encourage people from underrepresented or marginalized groups to apply.

CPC welcomes and encourages applications from First Nations, Metis, and Inuit peoples, racialized persons, persons with disabilities, women, and/or 2SLGBTQ+. Accommodation is available on request for candidates taking part in all aspects of the selection process.