



CANADA BASKETBALL COORDINATOR, FINANCE & ADMIN

Canada Basketball is the national sport governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization with the Mission: “We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage” and Vision: “Recognized as a world leader in all aspects of basketball, and consistently reaching the podium in FIBA competitions and the Olympic Games.”

OPPORTUNITY

Title: Coordinator, Finance & Admin
Reports to: Manager, Finance & Admin
Application Deadline: May 26, 2025

EMPLOYMENT TYPE

Type of Position: Full-Time
Anticipated Start Date: July 1, 2025
Hours of Work: Canada Basketball’s regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week. However, the demands of your position may require your hours of work to vary to meet the objectives of your employment. Responsibilities to be performed on-site in the Canada Basketball office.

All Applicants: must be legally entitled to work in Canada.

Canada Basketball is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability or any other protected ground of discrimination.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

As a condition of employment, the successful candidate will be required to undergo a successful background check.

Canada Basketball offers a comprehensive benefits package that includes health and dental and personal days (sick, mental health, etc.)

OVERVIEW

Canada Basketball is the national governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization whose mission is “We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage”.

Reporting to the Manager of Finance and Admin, Canada Basketball (CB) is looking to employ a full-time Coordinator of Finance and Admin with meticulous attention to detail. A Finance and Admin coordinator is expected to possess excellent organizational and time management skills. You will have excellent administrative and interpersonal skills with the ability to multitask and adapt in a fast-paced environment.

To ensure success, a Finance and Admin coordinator should love numbers have a desire to learn and fits into the Canada Basketball culture. The ideal candidate is a motivated professional seeking to grow within the organization and take on increasing responsibility in the coming years.

DUTIES & RESPONSIBILITIES

PRIMARY DUTIES:

- AP: Review and process expense reports using Microsoft Excel, ensuring accuracy and completeness of supporting documentation
- AR: Generate and process customer invoices, record incoming payments, and ensure timely and accurate application to relevant accounts
- Perform accurate data entry of Journal Entries and AR/AP transactions into Account Edge accounting software, demonstrating strong attention to detail and adhere to accounting standards
- Aid in the maintenance of accurate and up to date financial records – both digital and hardcopy
- Assist with general office administration, as needed
- Assist at Canada Basketball events, as needed

QUALIFICATIONS, REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Working towards or completed a post-Secondary education in Accounting
- Meticulous attention to detail and accuracy
- Possess excellent organizational and creative thinking skills
- Must be able to prioritize tasks for multiple departments in a fast-paced environment
- Ability to deal with personal information in a confidential, ethical, and professional manner
- The ability to work independently, maintain tight schedules, and work flexible hours
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Strong interpersonal skills to collaborate with various stakeholders
- Bilingual (English and French) considered an asset. Unilingual candidates are still encouraged to apply

Responsibilities to be performed on-site in Canada Basketball office

Interested applicants should submit their cover letter and resume to: finance@basketball.ca.

Please include your cover letter and resume in one .pdf formatted document and ensure the email subject line reads:

“Application - Coordinator, Finance & Admin”

Canada Basketball is an equal opportunity employer. We thank all applicants for their interest, however, only those being considered will be contacted.