



## **JOB POSTING**

### **OFFICER, 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 Officer, Finance & Operations works to support the Director, Finance, Risk & Operations on financial management, reporting, and analysis for the Paralympic Foundation of Canada. This position also supports the Canadian Paralympic Committee in many accounting functions. The individual contributes to implementing systems and processes for effective financial management, including daily financial transactions and financial reporting requirements with funding partners, ensuring sound financial controls.

Type: Full Time

Salary: \$60,000-\$67,000 annually based on experience plus benefits

Reports To: Director, Finance, Risk & Operations

Location: Ottawa resident preferred, but open to considering candidates outside of the Ottawa area, located across Canada.

#### ***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 detail-oriented
- Build internal and external relationships effectively
- Act and communicate effectively, with appropriate professional judgement 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*

***Paralympic Foundation***

- Prepare invoices according to contractual agreements with Foundation, as well as needed for PFC donors and related activities
- Prepare budget templates for the Paralympic Foundation of Canada
- Process accounts payable, intercompany, accounts receivable, and deposits accurately and on a timely basis.
- Prepare revenue reconciliation, including working closely with Senior Coordinator, Finance to provide accurate reporting on Partner Activation bank and Value-in-Kind revenue.
- Prepare tax receipt reconciliation at year-end to align with annual reporting for CRA

***Canadian Paralympic Committee***

- Work in collaboration with the Finance team (Director & Sr. Coordinator) to manage the monthly closing process; reconcile balance sheet accounts, prepare monthly statements, and monitor bank accounts.
- Work closely with Sr. Coordinator, Finance to provide accurate reporting on Partner Activation bank
- Compile information for monthly credit card statements and prepare monthly reconciliations.
- Provide support on all external financial audits
- Monitor and verify financial data integrity and any possible risks.
- Identify and resolve invoicing issues, accounting discrepancies, and other financial-related risks.
- Other duties as assigned.

*Operational Support*

- Prepare and support travel reconciliations for games-time.
- Work closely with other departments to reconcile value-in-kind (clothing, legal)
- 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.

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

- Possess a bachelor's degree in accounting or business administration preferred with a minimum of 3 years of accounting experience.
- Can demonstrate attention to detail and completing work with accuracy
- Possess advanced skills in Excel, Smartsheet and proficient in other Microsoft 365 tools
- Have experience with Microsoft Business Central
- Can demonstrate solid experience with financial systems, financial reporting, budget preparation, and adherence to statutory, regulatory, and other policy standards and requirements
- Possess solid analytical abilities, combined with being detail-oriented, organized, and able to track data efficiently and accurately.
- Have superior time management and organizational skills

**Working Conditions**

- The CPC Head Office is located in Ottawa, ON.
- This position might require overnight travel to sites within Canada (e.g., Games, Events, partner meetings, etc.)
- Staff based outside of Ottawa will be expected to travel to Ottawa a few times a year or as the job demands.
- 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/108?source=aWQ9Nw%3D%3D>

Deadline to apply: **May 30rd, 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+. Accommodations are available on request for candidates taking part in all aspects of the selection process.