

JOB POSTING

Manager, Finance

Position Title: Manager, Finance
Position Term: Full Time (Contract)
Location: Vaughan, Ontario
Reports To: Chief Financial Officer

Background:

Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 7,200 match officials, as well as countless volunteers, parents and supporters encompassing a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer owns and operates the Zanchin Automotive Soccer Centre in Vaughan, Ontario as well operating the Ontario Player Development League (OPDL); the province's premier standards based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.

Position Summary:

The Manager, Finance will be responsible for supervising and assisting with daily operations such as Accounts Payable and Accounts Receivable. The Manager, Finance, will also assist in monthly, quarterly and annual financial reporting and regulatory reporting requirements.

Primary Duties and Responsibilities:

- Maintain general ledger, sub-ledgers, and trial balance; perform general ledger activity analysis and complete all account reconciliations.
- Manage the Finance Team, including; recruiting, providing orientation, training, direction and support; and evaluating employee performance.
- Manage the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, bank reconciliations and account balance reconciliations.
- Ensure the accurate and timely execution of all accounts payable, accounts receivable, account reconciliations and payroll journal entries.



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- Participate in the establishment and ongoing development of accounting policies and procedures, including process and system changes/improvements.
 - Support preparation of financial reporting requirements on a quarterly and annual basis.
 - Perform and review variance analysis on key revenue and balance sheet accounts after quarter-end and year-end close
 - Provide support for audits, including preparation of documentation, schedules and responses to audit inquiries
 - Maintain financial record systems in compliance with GAAP, ensuring rigorous internal control procedures.
 - Effectively communicate and respond to Department requests in a professional manner and on a timely basis
 - Ensure compliance with all legal and regulatory reporting requirements (WSIB, EHT, T4A, GST/HST remittances)
 - Perform/manage ad hoc projects, analysis and reporting as required
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Qualifications:

Experience:

- 5+ years of related experience in finance and accounting is required
- 3+ years in a management capacity and experience with high performing teams
- Experience with Sage
- Experience in all accounting functions.

Education and Professional Designations

- Bachelor's Degree in Finance or Accounting
- CPA or related financial experience

Skills and Competencies:

- Excellent organization and communication skills
- Detail oriented, organized and able to produce quality work under tight deadlines
- Ability to plan and prioritize many tasks and responsibilities while maintaining a positive attitude
- Ability to motivate team member when working under pressure and within tight timelines
- Capacity to perform in a manner that makes a strong positive impression on others (high energy level, problem-solving approach and collaborative)
- Advanced Excel and full-cycle accounting experience

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.



Ontario Soccer is committed to fostering an inclusive and accessible environment; as such, Ontario Soccer will consider applicants that meet the requirements and that reflect and support the diversity

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of the soccer community. Ontario Soccer is seeking to provide fair, equitable, and accessible opportunities for all employees and prospective employees. Accommodations during the application process are available upon request.

Please submit your cover letter and resume with (Manager, Finance) to:

jobs@ontariosoccer.net

Submission Deadline: Wednesday August 20th. 2025

We thank all applicants for their interest but only those selected for an interview will be contacted.



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