



CANADA SOCCER

237 rue Metcalfe Street
Ottawa, ON K2P 1R2

CANADA SOCCER JOB DESCRIPTION

POSITION: Financial Analyst

REPORTS TO: Controller

LOCATION: Ottawa, Ontario, Canada (hybrid)

Overview

Based in Ottawa and reporting to the Controller, the Financial Analyst plays a key role in supporting the financial operations of Canada Soccer. This position is responsible for preparing financial reports, conducting detailed analysis, and assisting with budgeting and forecasting processes. The Analyst will work closely with various departments to ensure accurate financial data and contribute to informed decision-making.

The ideal candidate is detail-oriented, analytical, and proactive, with strong communication skills and a collaborative mindset. They are comfortable working with financial systems and data and are eager to contribute to continuous improvement in reporting and financial processes.

Position Summary

Ongoing Responsibilities

- Assist in the preparation of monthly, quarterly, and annual financial reports
- Support the development and maintenance of general ledgers and account reconciliations
- Complete bank reconciliations and ensure accuracy of financial records
- Oversee the bookkeeping and financial reporting of the Canada Soccer Foundation
- Conduct variance analysis and assist in preparing forecasts and budgets
- Maintain financial schedules and reports to support internal and external reporting requirements
- Ensure compliance with internal financial controls and accounting policies
- Support the Controller in preparing reports for Sport Canada, FIFA, Concacaf, and other stakeholders
- Assist with payroll, accounts payable/receivable, and revenue tracking as needed
- Participate in the optimization of financial systems including Business Central and Power BI
- Assist with external audits and liaise with auditors as required
- Participate in special projects and initiatives led by the Controller



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Required Knowledge, Skills & Abilities

- University degree or college diploma in Accounting, Finance, Commerce, or Business Administration
- 2-4 years of experience in financial analysis, reporting, or accounting
- Strong analytical and problem-solving skills
- Knowledge of GAAP and financial reporting principles
- Effective communication and interpersonal skills
- Proficiency in Microsoft Office (especially Excel); experience with Dynamics 365 Business Central, QuickBooks and Power BI is an asset
- Ability to work independently and meet deadlines
- Bilingualism (English/French) is an asset

Please apply through the following link [Financial Analyst](#) before **September 5, 2025**.

Please note that only those candidates selected for a potential interview will be contacted.

Canada Soccer is the official governing body for soccer in Canada. In partnership with its members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale.

Soccer is the largest participatory sport in Canada and is considered the fastest growing sport in the country. There are nearly 1,000,000 registered Canada Soccer active participants in Canada within 1,200 clubs that operate in 13 provincial/territorial member associations.

Our recruitment and selection processes and work environment are inclusive and barrier-free. Canada Soccer believes that a diverse team strengthens our organization.

Canada Soccer provides equal opportunity for all applicants and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences pardoned or suspended, marital status, family status, disability, or any other characteristic protected by local law. Self-identification by candidates in the process is completely voluntary. We welcome and encourage applications from people with disabilities.