



## **COORDINATOR, FINANCE & MEMBERSHIP**

Reports to: Senior Manager, Finance & Managing Director, Membership & Support Services  
Location: PGA of Canada National Office/Remote (hybrid)  
Status: Permanent/Full-time  
Start Date: November 3, 2025

**The Professional Golfers' Association of Canada (PGA of Canada)** is the world's second-oldest and third-largest professional golf association. At the organization's core, we believe golf is a transcending sport. The game embodies integrity, sportsmanship, patience, and skill for both amateurs and professionals.

PGAC members (more than 4,000) have fostered that love into a career, dedicating their livelihoods to the betterment of the sport and ensuring future generations from diverse backgrounds have an equitable opportunity to enjoy it.

Our professionals are premier players, teachers, coaches, managers, and facilitators of golf operations who got their start with the PGAC by passing a playing ability test, better known as the PAT. They then spent time developing their specializations through our PGA Training Academy and honed their skills with real-world experience at a public or private golf facility.

Our PGAC professionals are more than just a group of golf enthusiasts; they are a community of dedicated professionals who advance the game, foster camaraderie, and improve the viability of golf as a career.

The PGA of Canada, headquartered in Acton, Ontario, prides itself on being an innovative and progressive organization, committed to the development of its members. Grounded in our six organizational values (excellence, pride, accountability, integrity, diversity & inclusion, and innovation), the PGA of Canada is committed to being a top workplace for our employees. We put our employees' development, well-being, and overall satisfaction as our top priority. This is your chance to join one of the top sporting organizations in the country and develop your skills and career with us.

### **Role Overview:**

The Coordinator, Finance & Membership plays a key role in supporting both the finance and membership departments in ensuring accurate and timely accounting and reporting for the organization and its Foundation.

The Coordinator will prepare bank deposits and monthly reconciliations, prepare and process EFTs and wire payments and manage the accounts payable and receivable. They will also be responsible for preparing Zone and playing ability test (PAT) reconciliations and processing member dues payments.

PGA OF CANADA

13450 DUBLIN LINE, ACTON, ON L7J 2W7

TEL: 1-800-782-5764 FAX: 519-853-5449

[www.pgaofcanada.com](http://www.pgaofcanada.com) email: [info@pgaofcanada.com](mailto:info@pgaofcanada.com)



### **Key Responsibilities:**

- Accounting and Bookkeeping
  - Prepare monthly bank reconciliations for all bank accounts
  - Manage the reconciliation and accounting of online credit card payments (e.g. Stripe, Moneris, Shopify etc.)
  - Record department credit card statements
  - Manage accounts receivable and accounts payable
  - Prepare bank deposits
  - Prepare and process EFT and wire payments
  - Input budgets into Quick Books Online
  - Assist with membership transactions in the database
  - Prepare various schedules, reports and reconciliations as required
  - Perform other finance-related duties as needed
- Month-end, Financial Reporting and Compliance
  - Assist with internal investigations of discrepancies and other unexpected errors
  - Assist with annual year-end audits of PGAC, PGACF
  - Update T2202 forms and distribute to inactive members
- Foundation
  - Prepare and administer tax receipts
  - Prepare bank deposits
  - Administer accounts payable and accounts receivable
  - Prepare monthly bank reconciliations
    - Prepare various schedules, reports and reconciliations as required
    - Perform other financial duties as needed
- Membership
  - Prepare Zone reconciliations
  - Prepare Playing Ability Test (PAT) reconciliations
  - Process dues payments and handle payment plan follow-ups
  - Compile and ship welcome packs, 25/50-year awards and plastic member cards

### **What you bring:**

- Background in finance
- Excellent communication, organizational and interpersonal skills
- Experience with Quick Books Online and/or other accounting software
- Strong analytical skills and attention to detail
- Self-motivated, flexible, and a team player with a positive attitude
- Demonstrated ability to lead as well as adapt to changing priorities, situations and demands
- Demonstrated commitment to and appreciation of diversity and cultural competency
- Ability to establish effective working relationships and work as a member of the team
- Familiarity with the golf industry and/or Canadian sport system is an asset
- Bilingualism (English/French) is an asset

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**Compensation:**

The compensation range for this position is between \$42,000-\$50,000. In addition, the PGA of Canada provides:

- Comprehensive health and benefits package, covered by the PGA of Canada
- Access to partner discounts
- Professional development opportunities
- Access to golf and driving range

**To Apply:**

Please apply in confidence by submitting a cover letter and resume to [hiring@pgaofcanada.com](mailto:hiring@pgaofcanada.com) by 5:00PM EST on September 30, 2025.

*At the PGA of Canada, we foster a culture where Diverse, Equitable, and Inclusive teams have a positive impact on our membership and employers that seek to do the same. Our employees, leaders and board share this commitment. Whether through our events, services, or internal practices, our commitment to these values is unwavering – across all our work.*

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