

JOB POSTING

Coordinator, Finance Accounts Receivable

Position Title: Coordinator, Finance AR
Position Term: Full Time
Location: Vaughan, Ontario
Reports To: Manager, Finance

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 6,000 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 also operates 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 Coordinator, Finance AR will be responsible for managing the accounts receivable function of the organization, ensuring timely and accurate invoicing, collections, and reconciliation of accounts. The role requires attention to detail, strong analytical skills, and the ability to communicate effectively with internal and external stakeholders.

Responsibilities:

- Follow up on overdue accounts receivable and collections efforts
- Reconcile accounts receivable ledger to ensure accuracy and integrity of data
- Investigate and resolve any discrepancies or issues with customer accounts
- Process payments received and allocate them correctly against outstanding invoices
- Maintain documentation and records related to accounts receivable transactions
- Work closely with Operations Department to address customer inquiries and concerns
- Prepare reports on accounts receivable status and aging analysis



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- Collaborate with other departments to improve processes and efficiency in accounts receivable management
- Monthly aging reporting to management
- Assist with other accounting tasks and projects as needed
- Assist with month-end closing
- Assist with year-end audit

Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- Proven experience working in accounts receivable or similar accounting roles
- Strong understanding of accounting principles and practices
- Proficiency in accounting software and Microsoft Excel
- Excellent interpersonal skills
- Ability to prioritize tasks and meet deadlines
- Attention to detail and accuracy in data entry and analysis
- Problem-solving skills and the ability to resolve issues independently
- Experience with Sage 300 is a plus
- Must have strong interpersonal, verbal and written communication skills and excellent customer service skills

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.

Please submit your cover letter and resume
(Using Coordinator, Finance AR as the subject) to:
jobs@ontariosoccer.net

Submission Deadline Friday May 17, 2024 at 5:00 pm

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



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