

POSITION PROFILE

JOB INFORMATION

Job Title	Finance and Administration Coordinator
Organization	Volleyball BC
Reports to	Head of Operations
Work Type	Full time permanent (based on a 40 hour work week)
Location	Head office – Harry Jerome Sports Center, Burnaby BC Work - primarily in office
Start Date	As soon as possible.
Closing Date	Competition will remain open until filled.
Salary and compensation	\$48,000.00 - \$57,000.00 plus three weeks vacation, RRSP matching and benefits

JOB OVERVIEW

Volleyball BC is the provincial sport governing body for volleyball in British Columbia. We actively encourage participation and development of volleyball for all stages of development and participation. Our head office is located at the Harry Jerome Sports Center in Burnaby, BC.

As a Finance and Administration Coordinator, you will provide vital support in both financial and administrative functions, ensuring the seamless operation of the organization. This role requires a combination of financial acumen, organizational skills, and attention to detail. You will collaborate with various teams to facilitate efficient financial transactions, manage administrative tasks, and contribute to the overall success of the organization. The Finance and Administration Coordinator plays a crucial role in maintaining financial integrity and supporting administrative functions, contributing to the overall efficiency and success of the organization

This position is located at the Volleyball BC head office in Burnaby, BC with the ability to work from home when appropriate.

ROLES AND RESPONSIBILITIES

- **Bookkeeping and Finance Support:**
 - Maintain and update financial databases, ledgers, and spreadsheets.
 - Manage day-to-day operations of all finance requirements of the organisation.
 - Supports the Head of Operations with credit card and banking reconciliation, collection and tracking of accounts receivable and payable, and processes submitted pre-approved expenses from staff, Board members and contracted personnel.
 - Process financial transactions and ensure adherence to established accounting procedures.

- Keeping financial records and establishing, maintaining and balancing various accounts using manual and computerized bookkeeping systems (Sage)
 - Maintaining records of financial transactions by posting journal entries, reconciling accounts, and verifying transactions.
 - Preparing and processing Electronic Funds Transfers (Telpay) and cheques.
 - Generating and monitoring payment of invoices.
 - Reconciling entries to balance subsidiary accounts.
 - Ensuring compliance with financial and legal requirements: completing and submitting tax remittance forms, workers' compensation forms, and other government documents as required by the BC Societies Act and Canada Revenue Agency.
 - Monitoring cash flow for organisations.
 - Advising management on compliance and finance needs.
 - Supporting external auditors as required.
 - Assist in preparing financial reports and statements as needed.
- **Administrative Tasks:**
 - Provide general administrative support, including managing correspondence, filing, and data entry.
 - Assist in scheduling meetings, appointments, and travel arrangements.
 - Contribute to the organization and maintenance of office systems and procedures.
- **Communication and Coordination:**
 - Communicate with internal teams and external stakeholders to gather and disseminate information.
 - Applies good judgement to triage incoming queries and serves as a liaison between the Volleyball BC staff, members of the community, and stakeholders by promptly answering incoming calls, relaying messages, answers questions or referring enquiries to the appropriate staff.
- **Record Keeping:**
 - Maintain organized and comprehensive records of financial transactions and administrative activities.
 - Ensure compliance with relevant regulations and internal policies.
- **General Administration**
 - Provide administrative support to the Volleyball BC team for key, periodic events, such as the Vancouver Open, Volleyball BC Hall of Fame and Volleyball BC led activations and other major events.
 - Ensures that time-sensitive items are highlighted and brought to the CEO's attention or other appropriate staff. Follows through on critical or time-sensitive messages.
 - Assists staff with Sportlomo registration setup and database management.
- **Working Conditions**
 - Primary working location is a standard office environment.
 - Head office is located in Burnaby.
 - The position requires the individual to work at the office to support operations as needed.

QUALIFICATIONS

1. Required Knowledge, Skills, Abilities:

- Proficient in Microsoft Office Suite;
- Experience with Sage/Simply Accounting software;
- Strong accounting knowledge, understanding of accounting principles, and knowledge of GAAP accounting framework;
- Exceptional organizer with the ability to multitask and prioritize with changing demands and priorities;
- Strong analytical skills and comfortable working with huge volumes of data;
- High attention to detail and accuracy, particularly in data entry and financial reporting;
- Strong written and verbal communication skills with the ability to adapt to a fast paced environment;
- High level of integrity and confidentiality.

2. Training and Experience:

- Completion of university degree in relevant field or 3-5 years of relevant experience is required (i.e. office administration, accounting, finance /business administration.);
- Minimum of 2-5 years of financial management, bookkeeping or accounting experience, ideally within a non-profit association;
- Experience in use of Sage/Simply Accounting software and in use of Microsoft Excel.

3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required.

APPLICATION DETAILS

Please forward resume and cover letter to Nicole Robb, Head of Operations at nrobb@volleyballbc.org.

We wish to thank all applicants for their interest; however only those invited to interview will be contacted.