



## **GREATER TORONTO HOCKEY LEAGUE**

### **Background & Organization Overview:**

The Greater Toronto Hockey League (GTHL) is a non-profit organization that annually registers over 40,000 participants from Markham, Mississauga, Toronto, and Vaughan. As the governing body for minor hockey in the Greater Toronto area, the GTHL serves players, coaches, officials, and Member organizations. Operating in various domains including rules, regulations, officiating, development, events, and outreach, the GTHL is provincially governed by the Ontario Hockey Federation, a member of Hockey Canada.

### **Position Title:**

### **Director, Finance and Administration**

<b>Position Type:</b>	Full-Time
<b>Starting Date:</b>	To be determined
<b>Application Deadline:</b>	May 8, 2024
<b>Salary Range:</b>	\$90,000-\$110,000 per annum, comprehensive benefits package and a hybrid work environment.

### **Position Description:**

The GTHL is seeking applications for the Director, Finance and Administration position, created due to the impending retirement of the current Controller. Reporting to the Executive Director/Chief Operating Officer (ED), the Director of Finance and Administration will serve as a strategic partner, leading internal teams to support finance, business planning, budgeting, human resources and administration. This role is integral to the organization's strategic decision-making and operational enhancement efforts, presenting an exciting opportunity for a finance and operations leader to bolster the internal capacity of a highly respected organization.

### **Duties & Responsibilities:**

#### **Financial Management:**

- Analyze and present financial reports and statements accurately and promptly, ensuring clear communication of monthly and annual financial statements in accordance with generally accepted accounting principles (GAAP), specifically Canadian accounting standards for not-for-profit organizations ("ASNPO").
- Coordinate and lead the annual audit process, collaborating with external auditors and the finance committee to ensure efficient and timely completion.
- Oversee annual budgeting and planning process in conjunction with the ED, including the on-going monitoring of progress and changes, and timely communication to the senior leadership team of the League's financial status. This includes problem-solving with other members of the senior leadership team to adjust the budget and/or expectations of the budget as the year progresses.
- Manage organizational cash flow and forecasting, implementing robust contracts and financial management/reporting systems.
- Collaborate with management and the GTHL Board of Directors to identify potential financial risks relevant to the League, followed by implementation and monitoring of internal controls related to reporting processes to mitigate identified risks.



- Update and implement necessary business policies and accounting practices, enhancing the finance department's policy and procedure manual.
- Participate in active management of accounting operations including the review, and as necessary completion of, various tasks including but not limited to; journal entries, reconciliations, payroll processing, payment processing, accounts payable/receivable, and preparation for the annual audit.
- Prepare and analyze monthly, quarterly, and annual operating results for presentation to the Finance Committee and Board.

#### **Human Resources, Technology, and Administration:**

- Lead and manage the Finance and Administration team.
- Develop human resources and administration function, focusing on professional development, compensation, benefits, performance evaluation, training, and recruitment.
- Ensure consistency and streamlining in recruiting processes in partnership with the Senior Leadership Team.
- Establish and manage a comprehensive training program for employees in the realm of finance specific to staff tools, policies, and procedures.
- Administration of the employee benefits program.
- Other duties and functions as required.

#### **Qualifications Required:**

##### **Education and Experience:**

- University Degree in Accounting, Commerce or Business Management/Administration, with an advanced degree or professional accounting designation (CGA, CMA, CA, CPA).
- 7-10 years of professional experience, ideally with 6+ years in financial and operations management.
- Experience overseeing financial data, reporting, and audit coordination.
- Experience in maintaining a strong control environment surrounding financial reporting processes and implementation of necessary controls where deficiencies are identified.
- Ability to communicate financial concepts effectively with non-finance colleagues.
- Strong analytic, organizational, and problem-solving skills.
- Excellent communication and relationship-building skills.
- Proficiency in QuickBooks, Plooto, MS Office, and Excel.
- Management or supervisory experience.

##### **Personal Attributes:**

- Integrity, credibility, and dedication to the mission of the GTHL.
- Ability to maintain confidentiality and exercise discretion.
- Strong attention to detail and ability to work under pressure.

**Note:** The successful candidate will be required to undergo a criminal background check.



**Application Process:**

Interested candidates should submit their resume and cover letter to;

**Scott Oakman**  
**Executive Director & Chief Operating Officer**  
**HR@GTHLCanada.com**

Please include "Director, Finance and Administration Application" in the subject line.

The GTHL thanks all individuals for their interest. Only candidates selected for an interview will be contacted.

The Greater Toronto Hockey League is an inclusive employer. Accommodation is available under the [Ontario Human Rights Code](#).