



## **GREATER TORONTO HOCKEY LEAGUE**

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.

### **Accountant**

**Position Type:** Full-Time  
**Salary Range:** \$55,000-\$70,000 per annum, comprehensive benefits package and a hybrid work environment.

#### **Position Description:**

The GTHL is seeking applications for the full time position of Accountant. Reporting to the Director, Finance and Administration, the Accountant is responsible for the Accounts Payable, Accounts Receivable, General Ledger as well as other duties.

#### **Duties & Responsibilities:**

##### **Accounts Payable**

- Timely and accurate processing of accounts payable
- Process electronic payments through Plooto and ensure payables are paid on a timely basis
- Manage employee expense reports process through Certify

##### **Accounts Receivable**

- Invoice Teams & Leagues for Team entry fees, insurance, affiliation, & other sales.
- Follow up on outstanding A/R on a monthly basis and reconcile Team payment schedules
- Process Credit Card payments using online portal.
- Reconcile credit card payments, merchant fees with online registration portals and bank statements
- Reconcile the Ice Rink revenue and costs on a monthly basis.

##### **General Ledger, Payroll & other responsibilities**

- Record bank deposits and online receipts in QuickBooks On-Line
- Prepare and make bank deposits at the Bank
- Perform bank reconciliations on a monthly basis
- Assist in the month end closing process, by analyzing and reconciling various general ledger accounts and prepare journal entries
- Process payroll for Seasonal staff using ADP Payroll
- Assist in preparing working papers and other analysis required by the external auditors
- Assist with the annual budgeting process and maintain the budget in Quickbooks
- Review annual financial statements submitted by Clubs as part of their membership application



## **Qualifications And Experience:**

### **Education/Training**

- Diploma in Accounting, Finance, Business Administration or equivalent combination of education and experience.
- Extensive knowledge accounting software, preferably with a non-profit experience.
- 3-5 years' experience in processing accounts payable, accounts receivable, bank reconciliations, payroll, general ledger, and bank deposits.

### **Knowledge, Skills And Ability**

- Strong interpersonal & communication (oral & written) skills.
- Extensive knowledge of accounting software packages and MS applications (Microsoft Excel, Word, QuickBooks Online, Plooto, Certify, Fathom reporting) with an ability to demonstrate knowledge
- Attention to detail and accuracy.
- Ability to work independently, analyze an issue and to make decisions quickly & effectively.
- Results oriented and self-motivated.
- Superior organizational skills, ability to multi-task and set timely priorities and meet deadlines
- Good problem solving and decision making skills.
- Team Player; Assist and educate staff to increase their financial literacy.
- Ability to bring recommendations for process improvement to Management.
- Willingness to work extra hours to meet deadlines and accommodate League activities.

### **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.

### **Benefits:**

- Dental care
- Extended health care
- On-site parking
- Paid time off
- RRSP match

### **Work Location:**

- Combination of On-Site and Work From Home.

**Note:** The successful candidate will be required to undergo a vulnerable sector check.



**Application Process:**

Interested candidates should submit their resume and cover letter to:

**HR@GTHLCanada.com**

Please include "Accountant" 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](#).