



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.

Finance Coordinator

Position Type: Full-Time

Salary Range: \$55,000-\$65,000 per annum, comprehensive benefits package and a hybrid work environment.

Position Description:

The GTHL is seeking applications for the full-time position of Finance Coordinator. Reporting to the Director, Finance and Administration, the Finance Coordinator is responsible for coordinating the accounts receivable and payables process, performing bank reconciliations as well as other duties.

Duties & Responsibilities:

- Support Finance operations within the organization
- 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
- Reconcile credit card payments, merchant fees with online registration portals and bank statements
- Coordinate employee expense reports process through Certify
- Process electronic payments through Plooto and ensure payables are paid on a timely basis
- 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 the Director of Finance in month-end accounting close functions via entering journal entries and account reconciliations
- Process payroll for Seasonal staff using ADP Payroll
- Assist in preparing working papers and other analysis required by the external auditors
- Data entry of annual budget in Quickbooks
- Other duties as assigned

Qualifications And Experience:

Education/Training

- College or University degree/diploma in accounting or related field.
- Extensive knowledge accounting software, preferably with a non-profit experience.
- 1-2 years' experience in processing accounts payable, accounts receivable, bank reconciliations, payroll, general ledger, and bank deposits.



Knowledge, Skills And Abilities

- Strong interpersonal & communication (oral & written) skills.
- Excellent technology skills with extensive knowledge of Microsoft Excel and Quickbooks online (or other similar accounting software packages) with an ability to demonstrate knowledge
- Ability to work independently, analyze an issue and to make decisions quickly & effectively.
- Forward thinking, organized, efficiency minded and detailed oriented.
- Superior organizational skills, ability to multi-task and set timely priorities and meet deadlines
- Team Player; Assist and educate staff to increase their financial literacy.
- 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

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:

Cindy Patrino
Director, Finance & Administration
CPATRINO@GTHLCanada.com

Please include "Finance Coordinator" 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](#).