



JOB POSTING

Position: Accounting Administrator

Type of Position: Full Time Contract (30 hours/week)

Employment Dates: May 2024 to September 2025 (Maternity Leave Coverage)

Salary – Commensurate with Experience – based on an annual range of \$38,000-\$43,000.

Ontario Sailing is a not-for-profit, volunteer organization committed to the promotion and development of all aspects of boating and sailing. Ontario Sailing consists of over 200 member clubs, sailing schools, camps, charters & affiliates who represent over 10,000 member families. Ontario Sailing is the recognized provincial sport governing body responsible for sailing within the province of Ontario, and a member of Sail Canada, the national governing body. This is a responsibility we take seriously! We also take our role as an employer seriously, offering a range of benefits to our staff team.

This position requires a commitment to Ontario Sailing's mission and values. Given the nature of the position, managing confidential information all offers of employment will be subject to the provision that the successful incumbent provides Ontario Sailing with a current and satisfactory Criminal Record Check at the time of hire.

Nature & Scope

Ontario Sailing is seeking an Accounting Administrator to support our team and lead our organization's strong stewardship of our long-term financial sustainability. Individuals in this role will oversee full cycle accounting for the organization. They will support the organization with a wide variety of administrative based tasks integral to the success of Ontario Sailing, in addition to providing excellent customer service to our customers and member organizations. This position will require a professional team player with excellent attention to detail, creativity and communication skills.

Responsibilities

- Monthly bank reconciliations.
- Prepare financials for staff and board including comparisons to quarterly budgets.
- Assist with preparation of year end financials for stakeholders by providing supporting documents and schedules to external auditors.
- Manage inventory and merchandise orders including packaging and shipping orders to customers.
- Complete bi-weekly payroll runs.
- Manage all payables, ensuring bills are paid in a timely manner and appropriate approvals are received.
- Manage all receivables, ensuring invoices are collected in a timely manner.
- Quarterly HST remittances.
- Maintain amortization/depreciation schedule for Capital Assets.
- Provide excellent customer service to inquiries via both phone and email to Ontario Sailing's member organizations and customers specifically relating to merchandise sales, collecting payments, and assisting with the Checkclick reporting database.

- Maintain the online accounting documents relating to the fiscal year.
- Support the organization with maintaining accurate data and the ability to generate reports and update staff and Board on KPI's.
- Maintain timely, polite and professional communication effectively with a wide range of people representing Ontario Sailing throughout the province via phone, email, and mail.

Qualifications

- Bachelor's degree in Accounting, Commerce with a major in Accounting, or related area.
- Strong understanding of the Generally Accepted Accounting Principles.
- Knowledge of Sage Accounting Software.
- Strong written and verbal communication skills, as well as excellent interpersonal skills. Position needs to consistently communicate in a clear, concise and professional manner in all formats.
- Customer Service skills with ability to satisfy both internal and external customers.
- High level of attention to detail, ensuring data entered is complete and accurate.
- Excellent computer skills, especially with Microsoft Office, Sage, and online tools.
- Ability to track tasks, meet deadlines and work under pressure is required.

Competencies for Success

Commitment to Service Excellence – Deliberately identifies and creates opportunities to enhance every individual's experience demonstrating concern for satisfying one's external and internal customers.

Initiative – Does the right thing at the right time without being asked.

Problem Solving - Identifies problems, conducts appropriate analyses and involves others in seeking solutions, searching for the best solutions.

Teamwork – Actively builds teams and encourages open relationships for maximum organizational effectiveness.

Thoroughness - Ensuring that one's work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.

Time Management – Demonstrates ability to get things done effectively and efficiently, which means the right things done at the right time, with the appropriate amount of time spent on them.

If you are interested in the opportunity to be considered to join our team, please submit your letter of application and resume by **end of the day Sunday March 24th, 2024**, to:

Lisa Roddie
lisa@ontariosailing.ca

We thank all applicants, however only those considered for an interview will be contacted. Please note all interviewees will be asked to provide references at their interview.

ACCESSIBILITY

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact Ontario Sailing directly at 1-888-672-7245 or info@ontariosailing.ca.