



RUGBY CANADA JOB DESCRIPTION

Title: Finance Manager

Type of Position: *Full Time Employee*

Location: Langford or Vancouver, Office-Based (work from home up to 2 days a week)

Functional Area: Finance & Administration

Reporting to: Director of Finance & Administration

Rugby Canada is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country. Our organizational values include integrity, passion, solidarity, discipline and respect.

POSITION DESCRIPTION

Based out of Rugby Canada's head office in Langford, BC (or our Vancouver office) this position will manage the Finances for the Canada Rugby Sevens annual event based in Vancouver, along with preparing and submitting payroll on a bi-weekly basis. Working closely with the Events team, you will work on the day-to-day management of the financial systems for the annual event. You will work directly with the Director of Finance & Administration to maintain accuracy within the financial systems, to enable monthly accounts to be produced for the organization.

RESPONSIBILITIES

- Financial transaction entry in to Accounting software, maintaining general ledgers
- Monthly bank and credit card reconciliations
- Preparing invoices for customers
- Payment of suppliers
- Reconciliation for ticketing platform for major events, ensuring payments received match records
- Preparing tax returns in line with provincial and federal guidelines
- Maintaining payroll data for Rugby Canada
- Working with HR Manager to onboard/offboard staff with payroll, benefits and RRSP package
- Preparing payroll journal to be entered in to Accounting system
- Review time sheets and preparing payroll on a bi-weekly basis, adhoc when required
- Annual T4 processing for all employees
- Preparing regular payroll remittances for payroll deductions
- Keep informed about changes in tax and deduction laws that apply to the payroll process
- Other duties may be assigned as required within the Finance & Administration department

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250 418 8998
Fax / Téléc: 250 386 3810

Vancouver Office / Bureau de Vancouver
Suite 450 - 375 Water Street
Vancouver, BC CANADA V6B 5C6
Tel / Tél: 778-379-5770

rugby.ca
contact@rugby.ca





REQUIRED SKILLS & QUALIFICATIONS

- 3+ years Financial Administration experience
- High level of accuracy and attention to detail required, commitment to confidentiality
- Experience in the sports industry with a relevant organization considered an asset
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French considered an asset
- Must be legally entitled to work in Canada

PERSONAL ATTRIBUTE QUALIFICATIONS

- *Results-oriented, able to set priorities and deliver consistently to a high professional standard*
- *Exceptional relationship management skills and proven leadership capabilities*
- *A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization*
- *Excellent decision making/problem solving skills*
- *Strong organizational skills, time management and attention to detail*
- *Exceptional verbal and written communications and presentation skills*
- *Ability to learn quickly and adapt new skills*
- *Ability to thrive in a fast-paced and ever-changing work environment*

Closing date is Wednesday June 29, 2022

Please forward your cover letter and resume to:
Stuart Kerby, Director of Finance & Administration
Email: jobs@rugby.ca

Only those selected for an interview will be contacted.

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