



RUGBY CANADA EMPLOYMENT OPPORTUNITY

Title: Accounting Officer

Type of Position: Full Time/Salary

Location: Rugby Canada Langford office

Reporting to: Director of Finance

Rugby Canada is the national sport organization committed to the domestic development and international success of rugby for Canada.

POSITION DESCRIPTION

A member of the Finance team, you will work in collaboration with the existing staff to ensure accurate and timely processing of accounts, government filings, and month and year end procedures. You will help to ensure that Rugby Canada's high performance teams are supported while representing Canada, and ensure the integrity and maintenance of finance procedures and records. Rugby Canada is a fast paced and dynamic team environment with a unique sport culture – the ideal candidate will have a love of sport and teamwork.

RESPONSIBILITIES

- Full-cycle accounts receivable/payable
- Monthly bank & visa reconciliations
- Prepare expense reports/reimbursement reports extracted from credit card statements and receipts
- Perform weekly cheque run
- Reconcile cash, sales, and expenses (various accounts) on weekly basis
- Adjust employee benefits as required
- Monthly PST reconciliation, filing, and remittances
- Monthly GST remittances and GST installment
- Preparation of international VAT filings
- Quarterly WorkSafe BC remittances and annual WCB reconciliation
- Close for month-end, monthly account reconciliation, post adjusting entries
- Maintain various accounting schedules and amortization schedules
- Invoicing and corresponding with clients
- Liaising with management, clients and staff
- Other contributions to the team as needed

RUGBY CANADA

Toronto Office / Bureau de Toronto
30 Rue East Beaver Creek Road, Suite 110
Richmond Hill, ON CANADA L4B1J2
Tel / Tél: 905 707 8998
Fax / Téléc: 905 707 9707

Victoria Office / Bureau de Victoria
3024 Rue Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250 418 8998
Fax / Téléc : 250 386 3810

rugby.ca
info@rugby.ca





TRAINING QUALIFICATIONS

- Strong analytical skills - quantitative and qualitative analysis
- Ability to identify the significant factors of an issue and employ creativity in identifying causes, implications and remedies; demonstrate a balance between theoretical and practical solutions as well as excellent communication skills
- Efficient and effective oral and written communication skills
- Ability to communicate at all levels of the organization
- Build and maintain strong relationships with peers
- Ability to work independently and ensure responsive timely follow-up
- Meeting of deadlines - ability to demonstrate a sense of urgency and prioritize, as well as demonstrating exceptional organizational skills.

This role involves high integrity and strong results focus. You are a motivated self-starter.

SKILL & KNOWLEDGE QUALIFICATIONS

- Bookkeeping certificate or training from a reputable institution
- 3-5 years of full cycle bookkeeping experience
- Experience with Microsoft Dynamics GP, Quickbooks, and Excel
- Fluency in English required; fluency in French an asset

DEADLINE FOR SUBMISSIONS

If interested in the above position, please forward a resume and cover letter to Jen Braem, Director of Finance at Jbraem@rugby.ca by Monday, July 2nd. Only candidates selected for an interview will be contacted.

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