



RUGBY CANADA JOB DESCRIPTION

Title: Senior Finance Manager

Type of Position: *Full Time Employee*

Location: Langford, BC

Functional Area: Finance & Administration

Reporting to: Senior Director of Finance & Administration

Direct Reports: Finance Manager

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 this position is responsible for maintaining the financial records and overseeing the day-to-day financial operations of Rugby Canada. The role will assist Senior Director of Finance & Administration in providing financial information to key stakeholders both internally and externally in a timely manner. Working with the Finance Manager, this person will ensure that Rugby Canada meets its statutory obligations as well as providing excellent support to its staff members and key partners.

RESPONSIBILITIES

- Maintain accuracy of Rugby Canada's financial records, ensuring that items have been coded to correct GL line and department
- Preparing quarterly and annual reports for funders (Federal and World Rugby)
- Provide oversight for Payroll, Accounts Payable and Accounts Receivable
- Monthly reconciliation of balance sheet accounts
- Management of Rugby Canada cashflow throughout the year
- Preparing monthly financial reports for Management and Board
- Reconciliation for ticketing platform for major events
- Preparing tax returns in line with provincial and federal guidelines
- Maintaining payroll data for Rugby Canada
- Assisting in the annual budgeting process and with regular forecasting in-year
- Working with HR Manager to onboard/offboard staff with payroll, benefits and RRSP package
- Annual T4 processing for all employees with Finance Manager
- Assisting with the annual Audit process
- Perform tasks, train others, and provide oversight for payroll, A/P, A/R, invoicing, reconciliations, government remittances, Tax processing, and others

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





- Assist in maintaining the accounting department's accounting procedures and processes manual
- 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

REQUIRED SKILLS & QUALIFICATIONS

- 3+ years financial management experience
- Bachelor's degree in Finance or Accounting; CPA is an asset, or working towards
- 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 September 1, 2022

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

Only those selected for an interview will be contacted.

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