



JOB DESCRIPTION

POSITION CLASSIFICATION	Coordinator, Finance Coordinator	DEPARTMENT PAY RANGE	Financial Services
REPORTING STRUCTURE			
POSITION REPORTS TO:	Director, Finance		
STATUS	Permanent, Full Time		
LOCATION	Calgary		

POSITION PURPOSE

Reporting directly to the Manager, Finance, the Coordinator, Finance, will support all day to day operations, projects and assist with quarterly forecast management reporting and analysis. They would also be assisting with annual budget management reporting and analysis. They will be responsible for account reconciliations, assist with funding reporting requirements, including cash flow analysis, tax reconciliation and filings. This role requires an understanding of Hockey Canada and its Financial Services systems and processes with the ability to manage multiple projects with high levels of confidentiality. The Coordinator will working alongside HCF, Member Engagement, HR, Events, Business Development & Partnerships, Legal, Marketing & Communications, Operations and National Teams and must have an integrated and solution focused approach.

RESPONSIBILITIES

- Establish awareness how role contributes to the overall organization and seeks to understand other departments.
- Earn others' trust and respect through consistent honesty and professionalism in all interactions.
- Take personal responsibility for the quality and timeliness of work and professional presence, and achieves results with little oversight.
- Promote cooperation and commitment within a team to achieve goals and objectives.
- Use a broad range of communication techniques effectively to communicate to varying audiences in a variety of situations.
- Adapt to changing needs, conditions and work responsibilities.
- Make timely, informed decisions that take into account the best practices, the facts, goals, constraints and risks.
- Focus on results and desired outcomes and how best to achieve them - get the job done!
- Follow fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
- Display an ongoing commitment to learning and self-improvement.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Apply knowledge, skills and organization policies and procedures to resolve a variety of issues and complete a wide range of tasks.
- Work as a competent member of the team, willingly providing back up support for colleagues when appropriate, as delegated and actively supporting group goals.

PERFORMANCE MEASURES

- Level of passion, drive and ambition as well as standards of quality, commitment and expertise which are consistent with Hockey Canada's culture
- Personal characteristics and nature in the office are a match with Hockey Canada's culture

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- Ability to work solitarily or remotely with appropriate independence and right amount of team reliance and collaboration

QUALIFICATIONS

- Degree in Accounting or Finance
- Goal to achieve CPA designation considered an asset
- Excellent interpersonal skills; promotes cooperation and commitment within a team to achieve goals and objectives
- Proficient communication skills, excellent writing and editing skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations
- Exceptional organizational and time management skills
- Ability to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet deadlines
- High level of integrity; earns others' trust and respect through consistent honesty and professionalism in all interactions
- Demonstrated high level of proficiency in Microsoft Programs, Outlook and ability to quickly adapt to new technology and easily acquire new technical skills
- High level of poise and professionalism.
- Self-motivated with the ability to work in a team environment.
- Bilingualism (English/French) is an asset.
- Satisfactory Criminal Record Check, including Vulnerable Sector Verification.

WORKING CONDITIONS

- Ability to work staggered hours, evenings and weekends as necessary.
- No hazardous or significantly unpleasant conditions.