



Oakville Soccer Club Job Posting

Position: Finance Associate

Position Type: Part-Time – 3-4 days/week

Compensation: \$21.00 - \$25/hr

Application Deadline: Wednesday, July 10th, 2024

Employment Start Date: August

OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults.

FINANCE ASSOCIATE

The Oakville Soccer Club is inviting applications for the position of a part-time Finance Associate. This position, ideal for an experienced finance administrator, will assist the Director of Finance with day-to-day administrative and accounting functions for the Finance Department and the Club as a whole. Tasks include, but are not limited to:

- Accounts payable and accounts receivable
- Support the Technical Department with registrations, refunds, program transfers & credits
- Prepare and oversee bank deposits
- Daily postings of online/office transactions and reconciliations
- Administration of the Club's Fee Assistance Program
- Assist with payroll as required
- Prepare monthly report for Bingo License
- Support the Technical Department with registrations, refunds, program transfers & credits
- Assist with yearly audit preparation
- Other ad hoc activities

QUALIFICATIONS & PERSONAL SKILL REQUIREMENTS

- Demonstrated bookkeeping/accounting experience in a business setting
- Ability to read, interpret and create various financial reports and statements
- Ability to effectively communicate financial information to non-financial stakeholders
- Excellent communication, problem solving, and decision-making skills
- Attention to detail
- Positive, outgoing, and energetic attitude, with a customer-focused approach
- The successful applicant will be required to submit a Vulnerable Sector Screening before commencing employment with OSC
- This is an in-office position varying between 22-30 hours/week depending on the time of year and associated volume. Flexible hours and days of work are available subject to approval.



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To apply, send your resume complete with covering letter in confidence to employment@oakvillesoccer.ca with the subject line **Finance Associate**. Applications close at 11:59pm on Wednesday, July 10, 2024. Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate this in the email with their cover letter and resume.

The Oakville Soccer Club thanks all applicants in advance for their interest and advises that only those being invited for a formal interview will be contacted.