

Field Hockey Canada Manager, Finance

Field Hockey Canada is looking for a Finance Manager. The position is a part-time contract of 20-25 hours per week. The successful candidate will work from the Field Hockey Canada office at the University of British Columbia in Vancouver and report directly to the CEO.

The successful candidate will operate within the guidelines of a Registered Canadian amateur athletes association (RCAAAs) and possess strong interpersonal skills. The position offers flexible work hours. It is necessary the individual be self-motivated and have experience with accounting systems.

Ongoing duties include:

- General accounting and bookkeeping tasks;
- Accounts receivable / Accounts payable;
- Preparation of financial schedules for funding agencies;
- Working with auditors and managing annual audit;
- Quarterly financial reports for CEO and Treasurer; and
- Financial reports for specific programs, tours, events.

Please submit applications by Sunday, February 20, 2019 via email to: FHC@fieldhockey.ca

Please include a résumé and compensation expectations.

Only those selected for an interview will be contacted.