



OPPORTUNITY:

Title: Senior Coordinator, Accounting
Reports to: Director, Finance
Location: Golf Canada Head Office
Status: Full Time
Ideal Start Date: January 17, 2022

OVERVIEW:

The Senior Coordinator, Accounting will be immersed within a four-person finance team and therefore will have direct exposure to seasoned CPAs including the COO and Director, Finance. You will have a strong drive and desire to get things done in a fast-paced, constantly evolving environment. You have a desire to grow and evolve your role with the organization. The Senior Coordinator, Accounting will collaborate with all areas of the business including sales, marketing, membership, professional championships, and the Golf Canada Foundation.

The Senior Coordinator, Accounting will act as the primary liaison with the Canada Revenue Agency and take responsibility for filing all tax remittances and rebates accordingly. You will be the primary owner of accounts receivable invoicing and collection processes as well as the completion of monthly bank reconciliations and general regulatory compliance for Golf Canada and the Golf Canada Foundation. This role also manages all sponsor invoicing and maintenance of the internal contract registry. You will use CPA-skills to assist the COO and Director, Finance in analysis, reporting, and internal control management.

PRIMARY DUTIES:

1. Accounts Receivable, Banking and Cash Flow 50%

- Responsible for the month end closing and processing for both Golf Canada and Golf Canada Foundation of the following:
 - Accounts receivable payments and bank deposits
 - Aged receivables listing to the Director, Finance
 - Timely completion of all bank reconciliations including re-occurring revenue and expense entries.
- Review and report cash flow for the organization and provide timely, periodic reports of cash flow needs to Director, Finance and COO.
- Ensure timely completion of month-end close procedures, including all general bookkeeping such as journal entry processing and miscellaneous receivable account reconciliation.
- Lead receivable collection and invoice issuance to all Golf Canada customers and corporate partners
- Acts as liaison with Membership department for public player reconciliations, Provincial Associations remittances and incident protection claim reimbursements
- Responsible for processing returns or credits for assigned accounts
- Collaborate with the Director, Finance to ensure complete recording of all Golf Canada Foundation transactions and monthly reconciliation of the inter-company balances.
- Key liaison between Accounting department and sales team for Ticketmaster Arctics platform including reconciling outstanding hospitality accounts and sales deposits.

2. Sponsor Invoicing and Contract Registry 20%

- Manage all sponsor invoicing, including the related revenue recognition, profitability, and recording of fulfilment costs;
- Continually maintain and communicate internal contract registry to ensure effective and timely decision-making for key contracts is satisfactory

3. Administrative Support

15%

- Acting liaison with the Canada Revenue Agency and responsible of filing HST/QST/PST sales tax remittances/rebates, and collaborate with outside sales-tax experts in developments.
- Complete the annual RCAA Return and nil T2 Return for Golf Canada and Golf Canada Foundation;
- Manage tax receipting for corporate hospitality purchases and personal donations.

4. Other Duties

15%

- Act as the primary travel and Concur concierge for Golf Canada travelers, including approving travel arrangements, user administration and month-end reconciliations of American Express.
- Provide occasional administrative assistance for the COO and Director, Finance, as required (meeting scheduling, courier issuance, printing and organization, for example).
- Special assignments as required.
- Support Spectator Services/Admissions at professional championship tournaments.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Post-secondary degree or diploma in Accounting, related field, or equivalent experience.
- CMA, or actively pursuing CPA designation or recent admission to membership.
- Positive Criminal Background check required.
- Strong organizational skills and administration skills.
- Excellent verbal and written communications skills.
- Exceptional customer service skills, including professional and proficient phone, interpersonal and email communications.
- Strong decision making and conflict resolution abilities.
- High Proficiency with Microsoft Office Suite including advanced MS Excel skills.
- Accounting ERP system experience, specifically Sage 300 and Concur are considered assets.
- Bilingual (English and French) is not required but considered an asset.
- Golf knowledge or experience is not required but considered an asset.

APPLICATION DETAILS:

Golf Canada - Human Resources
 1333 Dorval Drive, Suite 1
 Oakville, ON L6M 4X7
 Email: resumes@golfcanada.ca
 Visit: www.golfcanada.ca

One (1) position available. Golf Canada will interview up to six (6) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by **11:59pm, November 28, 2021**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.