



ADMINISTRATIVE & FINANCIAL COORDINATOR
Contract Term: February 20 – December 31, 2026

POSITION OVERVIEW

The Eastern Professional Chariot & Chuckwagon Association (EPCCA) is seeking a highly organized and detail-oriented Administrative & Financial Coordinator to support the operations of the EPCCA Pro Tour. This contract role is responsible for administrative coordination, financial support, race operations, and event execution throughout the racing season.

This is a hands-on, event-based position requiring on-site attendance at EPCCA Pro Tour events.

AVAILABILITY & TRAVEL

- Mandatory on-site attendance at EPCCA Pro Tour events
 - Find qualified alternate for location on weekends where there are 2 locations
- Events run from the third weekend in May through mid-September
- Travel required throughout Saskatchewan and Western Manitoba
- Ability to work evenings and weekends
- This is not a remote position

KEY RESPONSIBILITIES

Administrative & Event Operations

- Attend Board Meetings and distribute meeting minutes
- Draft and distribute contracts and official correspondence
- Prepare and distribute show documentation and Day Sheets
- Post race results and maintain event records
- Support race-day operations and logistics

Financial Administration

- Process deposits, payments, and financial records
- Maintain accurate records using QuickBooks
- Assist with prize money calculations and payouts
- Monthly reporting and year-end audit and AGM preparation
- Perform financial reconciliation and record keeping

Membership & Race Administration

- Process membership and entry fees
- Maintain entry lists and heat draws
- Assistant Timer duties: assist with race results, standings, and points calculations
- Attend Measure Day and record documentation

Corporate Relations & Promotions

- Support marketing and promotional initiatives if needed
- Partner with Manager with banquet and fundraising coordination and execution

Compliance & Reporting

- Ensure adherence to EPCCA Rules & Regulations
- Maintain confidentiality of all financial and operational information
- Assist with updates and distribution of rule changes

Other duties as required

QUALIFICATIONS

- Strong organizational and communication skills
- Proficiency in Microsoft Office
- Bookkeeping experience and knowledge of QuickBooks
- Ability to multitask in a fast-paced environment
- Willingness to travel and work flexible hours
- Knowledge of chariot or chuckwagon racing is an asset

HOW TO APPLY

Please submit your resume and wage expectation by February 10, 2026 to:

President, Shane Hue
president@epcca.org