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#### Job description

Cygnus Gymnastics Training Centre is looking for an individual to perform the role of Financial Administrator, part-time, minimum 20 hours a week, with potential for full-time hours subject to evolving need and candidate skill set.

The Financial Administrator will be responsible for performing full-cycle bookkeeping activities through to preparing basic monthly financial statements, while exercising strong internal controls.

This role will work closely with the Executive Director, Director of Strategic Development and Treasurer of the Board of Directors in support of financial activities of the Club.

This position will also be responsible for preparation of biweekly payroll processing, monthly forecasts, monthly revenue billing, assist with financial reports required for grant applications, preparation of not-for-profit annual return, annual budget preparation and periodic reporting to the volunteer Board of Directors.

#### **KEY DUTIES:**

- Administering and invoicing registration and monthly fees for competitive programming
- Ensuring proper invoicing and pricing for Recreation programming fees
- Accurate and timely recording of all revenue, receivables; receipts and purchases payables and payments and member refunds
- Performing monthly bank and visa reconciliations
- Performing other monthly general ledger reconciliations
- Administering, recording and reconciling petty cash transactions
- Verifying employee time sheets, and electronic processing, payment and recording of full-cycle bi-weekly payroll, including payment of remittances
- Obtaining and producing accurate documents related to periodic Revenue Canada filings and remittances (i.e. T4s and ROEs)
- Administering athletes' travel accounts and tracking parent fundraisers
- Managing fee collection for competitions and travel
- Preparing annual budget in coordination with Executive Director and Treasurer
- Monitoring and reporting of results as compared to budget and updating annual forecast in coordination with the Executive Director
- Opening and closing year end books (manually and electronically) and performing accounting system backups

**SKILL & EXPERIENCE REQUIREMENTS:**

- Strong communicator both orally and written
- Organized with attention to detail
- Collaborative team player but able to work independently
- Practical experience in bookkeeping and preparing basic financial statements, either on an employment or client-service basis, supplemented with a diploma or Bachelor degree with a focus in accounting
- Experience in budgeting and forecasting
- Experience in use of Simply Accounting software and Microsoft Excel

A CLEAR CERTIFICATE OF CONDUCT WILL BE REQUIRED FOR THIS POSITION.

**CYGNUS' VALUE POSITIONING**

Cygnus strives to “Be the best we can Be.” Positive work is derived from an integral motivation to serve our community, athletes, and one another; and we support a diverse, high-quality and cooperative working environment.

Job Types: Part-time, Contract, Permanent

Salary: \$20.00-\$24.04 per hour

**COVID-19 CONSIDERATIONS:**

Mask requirement, screening requirements and safety measures to cohort office staff. A fully vaccinated status is a requirement for this position.