

THERECC.CA

JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

FINANCE MANAGER (TEMP. MATERNITY LEAVE)

Full Time - REPORTS TO VP OF FINANCE

WAGE: TBD, based on experience

About the Rath Eastlink Community Centre

The Rath Eastlink Community Centre (RECC) was built by the community, designed to promote the health and wellness of all its members. Hosting an Aquatic Centre with two pools and a 2.5 story water slide; fitness centre and studio with cardio, weight lifting, and circuit equipment; indoor 35' high rock climbing wall; NHL sized ice pad for skating, the recreation opportunities are extensive! The RECC is open to all and operates with a mandate to increase the interconnectedness of the community.

Benefits package | 2 weeks' vacation | Special Leave and Holiday Pay | Full RECC Facility Family Membership

The Finance Manager will oversee the finance and accounting functions of the venue, directly supervising Finance Department employees in day-to-day financial operations. This role ensures compliance with RECC's policies and applicable laws and may include oversight of payroll, Box Office, and purchasing. The ideal candidate should have post-secondary education in Accounting or a related field and significant experience with Microsoft Excel and computerized accounting systems.

DUTIES AND RESPONSIBILITIES (Included, but not limited to)

Administrative:

- ▶ Manage and maintain internal controls and compliance in Accounts Payable and Accounts Receivable.
- ▶ Prepare and sign off on bank reconciliations, account reconciliations, and other financial analyses as needed.
- ▶ Perform and manage show-related activities, including settlements, accounting, and event reporting.
- ▶ Oversee box office/ticketing funds accounting.
- ▶ Supervise manual journal entries and finance-related processes.
- ▶ Work with external auditors to complete the annual audit and issue financial statements.
- ▶ Prepare additional financial reports and analyses as required.
- ▶ Manage Payroll, Accounts Payable, and Accounts Receivable functions, including employee benefit administration.

Supervisory

- ▶ Hire, train, and retain finance and accounting staff.
- ▶ Ensure adherence to company policies and procedures.
- ▶ Maintain confidentiality for members, users, and staff.

Other

- ▶ Conduct risk management and communicate needs or concerns to the appropriate personnel.
- ▶ Complete reports, documents, and daily risk management checks in a timely manner.
- ▶ Ensure accurate completion of accident, incident, or first-aid forms as needed.
- ▶ Perform other duties as assigned.

Education/Qualifications:

- ▶ Post-secondary education in business or accounting is preferred.
- ▶ Business, Accounting, or Finance degree from a 4-year college/university or equivalent.
- ▶ 2-5 years of relevant work experience.
- ▶ Experience in developing financial systems, policies, and controls.
- ▶ Proficiency in Excel, Word, and PowerPoint.
- ▶ Experience in facilities/arena management (preferred, not required).

Skills & Abilities:

- ▶ Strong business acumen with the ability to influence change and drive results.
- ▶ Knowledge of general and cost accounting.
- ▶ Excellent math skills and a high aptitude for figures.
- ▶ Strong communication, interpersonal, and organizational skills.
- ▶ Ability to maintain confidentiality.
- ▶ Effective supervisory, written, and oral communication skills.
- ▶ Detail-oriented with strong organizational abilities.

! Current Criminal Record and Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin. Wage offered is based on previous experience and level of training and/or certifications.

COVER LETTER + RESUME SUBMISSION: DIRECT TO ▶ CARLOS - CLAZCANO@RATHEASTLINKCC.CA

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted. The Rath Eastlink Community Centre is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from qualified individuals of all backgrounds.