

Located in Fredericton, Sport New Brunswick (Sport NB) is a non-profit agency dedicated to the development and promotion of amateur sport in New Brunswick. It serves over 70 provincial sport organizations and other groups. The agency is currently undergoing a transformation in response to the Envisioning Sport Project (2022), which describes the tremendous potential for the province to establish itself as a leader in the modernization and enhancement of the sport sector. Desired improvements include, but are not limited to: increased leadership, alignment and collaboration; increased investment in sport; and increased focus on participation among equity-owned populations.

The Opportunity

Reporting to the Director of Business and Member Services, the Financial Coordinator will be responsible for the day-to-day bookkeeping operations of Sport New Brunswick, our two charities (KidSport NB and the NB Amateur Sport Fund) and some of our members. The ideal candidate will be a dedicated and hard-working person with strong communication skills that is detail oriented and has good time management skills. Our fast-paced environment requires this person to be able to multi-task, work independently and in team settings, be well organized, and manage multiple accounts.

Key responsibilities:

- Process accounts payable invoices and payments.
- Review status of accounts receivable balances.
- Ensure all entries are correctly inputted into each Sage Account.
- Prepare all yearly, quarterly, and monthly invoicing.
- Reconcile all bank accounts and credit cards.
- Process payroll using RBC Express, maintain payroll records and any related filing.
- Process government remittances for HST and Payroll.
- Prepare all T4's, T4A's, and T5018's and file ROE's.
- Ensure compliance with WorkSafe NB remittances.
- Client representative for CRA and compliance with government reporting requirements.
- Liaison with Director to prepare all documents for appointed auditors.
- Prepare monthly financial reports for CEO and project leads.

Essential Qualifications

- Certified Professional Bookkeeper (CPB), Diploma or Degree in Accounting and/or University Degree with a major in accounting.
- At least 2 years' commercial bookkeeping experience (In North America).
- Proficiency in Simply Accounting (Sage 50), Excel, Word, Outlook and RBC Express.
- Detail oriented and works with a high degree of accuracy.
- Ability to identify problems and implement solutions.
- Ability to manage multiple accounts, prioritize tasks and met deadlines.

Desired Qualifications

- Excellent verbal and written communication skills in both English and French will be considered an asset.

Remuneration:

- Full-time – 12-month contract with possibility for renewal
- The salary range is \$44,000 to \$55,000 per year, plus health benefits.
- Work hours are 8:30-4:30
- In-office position
- Two (2) weeks of vacation to start

To apply for this opportunity: please submit a resume with two references and cover letter to michaela.allaby@sportnb.com. Accepting applications until December 6th, 2024 or until the position is filled.