



Diving Plongeon Canada (DPC) is inviting applications for the role of Finance Coordinator. DPC is the national body for diving and high diving in Canada. We are a volunteer-led and staff-driven organization made up of a community of diving enthusiasts – athletes, coaches, officials, volunteers, staff and supporters.

About the Role

We are looking for a well-organized, detail-oriented, and enthusiastic Finance Coordinator to join our team.

The Finance Coordinator works closely with the Director of Finance and the Chief Executive Officer and is responsible for the day-to-day financial administration of the organization. The successful candidate will ensure all financial records are recorded accurately and on time and are supported by appropriate documentation.

JOB DESCRIPTION

TITLE: Finance Coordinator

JOB CATEGORY: 4 days per week

LOCATION: Ottawa-Gatineau (Hybrid)

Remote work location is a possibility

IMMEDIATE SUPERVISOR: Director of Finance & Chief Executive Officer

KEY RESPONSIBILITIES:

- Manage accounts payable and accounts receivable
- Assist with accounts receivable monitoring and collections
- Prepare electronic payments to vendors and suppliers
- Receive and record electronic funds transfers (EFTs) and e-transfers

- Complete banking activities, including deposits and monthly bank reconciliations
- Assist with national team event fees collection
- Process invoices and fee collection for events
- Process and record monthly corporate credit card transactions with supporting documentation.
- Issue Tax Receipts for donations received to the organization
- Assist with month-end and year-end accounting processes
- Assist the Finance Director with year-end audit preparation
- Oversee PayPal and e-commerce activities
- Maintain organized financial records and filing systems

Qualifications & Experience

- Diploma or certificate in Accounting/Finance/Business Administration
- Bookkeeping experience is required (specifically with accounts payable, accounts receivable, bank reconciliations and an understanding of Generally Accepted Accounting Principles)
- Experience with non-profit accounting is considered an asset
- Experience with both accounting software (ideally QuickBooks Online) and Microsoft Office
- Experience with ScotiaConnect banking or similar corporate on-line banking platform

Skills You Will Bring to the Role

- Effective written and oral communication, bilingual is an asset
- The ability to manage multiple priorities while maintaining a high level of accuracy and attention to detail
- Excellent organizational, time management, and problem-solving abilities
- A positive attitude and willingness to work collaboratively within a team environment

Salary Range - \$55,000 - \$60,000 per annum

To express interest or for more information, please contact Penny Joyce, CEO via penny@diving.ca