



Sport Dispute Resolution Centre of Canada

Application Deadline: 4 p.m. (EDT) on June 16 2023

Starting Date: As soon as possible

Position: Accounting and Finance Specialist

The Sport Dispute Resolution Centre of Canada (the Centre) was established on April 1, 2004 under the Physical Activity and Sport Act (S.C. 2003, c. 2) to ensure the fair, equitable, transparent and timely resolution of disputes in Canadian sport, including such disputes as team selection and carding of amateur athletes. Effective June 1, 2004, the Centre became responsible for the adjudication of domestic doping cases in Canada. On January 1, 2021, the Centre created the Safeguarding Tribunal, a new division specialized in hearing disputes pertaining to allegations of harassment and abuse. On July 6, 2021, following a public call for applications, the Government of Canada designated the Centre to deliver the independent safe sport mechanism at the national level. On June 20, 2022, Abuse-Free Sport launched its first phase of operations, offering a range of products and services to support education, prevention and complaint management against maltreatment in sport.

Accounting and Finance Specialist

The Centre is looking to hire an Accounting and Finance Specialist. The Centre's office is currently located at 1080 Beaver Hall Hill in Montreal (Quebec), and the successful candidate will be expected to work primarily remotely and, from time-to-time, in a shared office environment.

Responsibilities: Reporting to the Director of Finance, the Accounting and Finance Specialist will be responsible for supporting the Director of Finance and other Centre departments in activities related to accounting and financial administration, including:

- Contribute to the completion of the accounting cycle by actively collaborating with our accounting service provider.
- Perform accounts payable processing, including receipt, verification, and validation of accounting coding, and support the entry of invoices and expense reports into the accounting system.
- Process accounts receivable, including entering payments, monitoring accounts receivable and issuing and sending invoices.
- Help close the books periodically, including compiling data, producing periodic reports and entering reclassification and adjustment entries.
- Help prepare documents for annual audit.
- Classify, archive and update files under his/her responsibility, including documentation of processes.
- Provide accounting and administrative support to the Centre's various departments.
- Participate in the production of reports and forms while providing excellent customer service to those with whom he/she deals, both internally and externally.
- Contribute to various projects at the request of his/her immediate leader.

Qualifications: This position will require high levels of versatility and interpersonal skills as well as the ability to maintain a high degree of discretion and confidentiality. The candidate must have strong accounting skills, ideally in the not-for-profit sector, customer service experience, and be comfortable in a fast-paced work environment, in addition to the following qualifications and skills:

- Technical diploma (DEC) or Bachelor's degree in accounting or administration.
- Minimum two years' experience in a similar role.
- Strong organizational skills, conscientious and detail-oriented, analytical and problem-solving skills.
- Excellent ability to manage priorities and the unexpected. Comfortable working in a busy environment with tight deadlines.
- Good knowledge of Windows environment and Office suite (Word, Excel, Access, Outlook). Intermediate to advanced level in MS Excel.
- Excellent written and verbal communication skills in both official languages.
- A good understanding of the Canadian amateur sport system and a passion for sport would be considered assets.

Conditions: Evening and weekend work may be required from time to time.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. Thus, it promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are Indigenous, a member of a visible minority group or a person with a disability.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume, in confidence, to the contact information below. **The Centre will only contact the shortlisted candidates.** No telephone inquiries please.

Salary Range: Commensurate with qualifications and experience, benefits package.

Position: Permanent full-time (35 hours per week)

To apply: Please send a cover letter and a curriculum vitae to applications@crdsc-sdrcc.ca.