KidSport Canada

Director of Finance and Administration

Job Posting

KidSport Canada is a multi-sport children's charity that provides financial assistance for registration fees to sport programs for kids aged 18 and under. We are a community based program with KidSport chapters in 176 communities across Canada. Our staff and over 3000 volunteers believe that all kids should have the opportunity to enjoy the lifelong benefits of sport participation.

The Opportunity

The Director of Finance and Administration will work closely with the CEO as part of the small staff team that operates KidSport Canada. This is a multi-faceted leadership position which is vital to the success of the KidSport program in communities across the country.

This full-time position requires a strong leader to ensure that formal financial procedures are followed to safeguard KidSport Canada's financial assets, and provides accurate, timely financial reporting and administration to support organizational decision-making, compliance, and Board oversight.

The Director of Finance and Administration will be responsible for the following areas of the KidSport Canada program:

a) Budgeting, Financial Reporting and Transaction Processing
b) Tax Receipting
c) Donor Platform Management
d) Financial Risk Management
e) National IT Vendor Management
f) Statistical and Sponsor Reporting
g) Finance and Audit Committee Support
h) Administration and Compliance
i) National Leadership Team Participation

The Candidate

The candidate should have a passion for sport and believe in the life-long social development benefits that kids get from participating. This is a Senior Management position requiring a professional accounting designation (CPA) or equivalent finance / accounting credential. Ideally, they will possess 5+ years of progressive experience in financial management within a non-profit or charitable organization and be fluent in both official languages.

If you are the energetic, highly motivated team player that we are looking for, please apply with a resume and cover letter by Wednesday, November 4 to: gingalls@kidsport.ca