



Tennis Nova Scotia/Sobeys Atlantic Tennis Centre

Position: Finance Manager

Job Type: Full-time

Overview:

Tennis Nova Scotia is seeking a qualified and experienced Finance Manager to join our dynamic team. The Finance Manager will play a crucial role in overseeing the financial operations of our organization, ensuring compliance with regulations, and contributing to the overall financial health and sustainability of Tennis Nova Scotia.

Responsibilities:

1. Manage day-to-day financial activities, including accounts payable, accounts receivable, and general ledger entries.
2. Prepare, review, and analyze financial statements, reports, and budgets to provide accurate and timely financial information to management.
3. Prepare payroll on a biweekly basis.
4. Implement and maintain effective internal controls to safeguard financial assets and ensure compliance with regulatory requirements.
5. Collaborate with other departments to develop and monitor budgets, providing financial insights and recommendations to support strategic decision-making.
6. Conduct financial analysis to identify areas for cost savings, revenue enhancement, and overall operational efficiency.
7. Prepare and submit necessary financial reports as required.
8. Manage cash flow, monitor banking activities, and optimize investment strategies to maximize returns while minimizing risk.

9. Coordinate with external auditors and facilitate the annual audit process, ensuring timely and accurate completion of audit requirements.
10. Stay informed about changes in financial regulations and best practices, implementing adjustments as necessary to maintain compliance.
11. Provide financial guidance and support to the executive team and board of directors, presenting financial information in a clear and accessible manner.
12. Perform bank reconciliations and reconciliations of various GL accounts.

Qualifications:

1. Bachelor's degree or Diploma in Finance, Accounting, or a related field.
2. Proven experience of 5 + years as a Financial Manager or similar role, preferably within the sports or non-profit sector.
3. Strong knowledge of accounting principles, financial regulations, and reporting standards.
4. Proficiency in financial software and advanced proficiency in Microsoft Excel.
5. Quickbooks experience is an asset
6. Working with accounting data from POS systems is an asset
7. Excellent analytical and problem-solving skills with a keen attention to detail.
8. Effective communication skills to convey complex financial information to non-financial stakeholders.
9. Ability to work collaboratively in a team environment and independently as needed.

Flexibility: We have a fun, collaborative work environment with flexible work arrangements available.

Standard Hours: M-F, 8:30am - 4:30 pm (Some hours outside of these will be necessary at different times of the year).

Compensation: This is a full-time position with an attractive annual salary based on experience. We offer a comprehensive health and dental benefits package.

To Apply:

Interested applicants should send their resume and cover letter via email to maxinegoldsmith@tennisnovascotia.com no later than Friday, January 26th, 2024 at 4pm. Please reference "Finance Manager" in the subject of the email.

Thank you in advance for your interest. Only those selected for an interview will be contacted.

Tennis Nova Scotia is an equal opportunity employer.