

**Position:** Manager, Finance  
**Position Level:** Full Time  
**Job Posting Date:** August 26, 2022  
**Application Deadline:** September 12, 2022  
**Office Location:** 225 Watline Ave., Mississauga, ON L4Z 1P3

The Ontario Women's Hockey Association (OWHA) is the Ontario Provincial Sport Organization (PSO) for Female Hockey in the province of Ontario. The OWHA is a world-leader in the growth and development of Female Hockey with the primary objective of providing programs and opportunities that are based on solid values that support the physical and mental health of participants while enhancing positive life skills and life experiences.

The position will be located in the Association's office in Mississauga, Ontario.

### **Purpose of Position**

The Manager Finance is responsible for the financial health of the OWHA including budgeting, long and short-term planning and day-to-day administration as well as managing promotional activities and projects within budget.

### **Primary Duties and Responsibilities**

- Prepare Annual Budget
- Prepare and Oversee of Program Specific Budgets
- Accounts Payable and Receivable
- Long- and Short-Term Planning
- Grant Preparation, Submission and Reporting
- Seek out grant and sponsorship opportunities
- Prepare Books for Audit
- Preparation of Financial Reports
- Risk Management and compliance with return to play health and safe protocols
- Insurance Reporting
- Policy Development
- Records Management
- Manage confidentiality and privacy in a professional manner
- Safety, risk management and positive participant experience

### **Skills & Competencies**

- Experience with writing and applying for grants, building budgets and financial management
- Proven ability to develop innovative solutions and concrete plans that create value for key stakeholders that deliver on measurable KPIs
- Strong analytical skills including financial management, interpreting research studies, and collecting data for strategic insights and action.
- Proven initiative to work on own and as part of a team

- Build integrated strategies in the areas of diversity and inclusion, women in sport and the prevention of harassment, abuse, and racism
- Strong conceptual abilities and excellent perseverance to solve problems and adapt solutions across a wide range of communications and implementation challenges
- Knowledge of Microsoft Office
- Available to work staggered hours, evenings, and weekends as necessary
- Have a valid driver's license and ability to transport and lift materials
- Commitment to the growth and development of Female Hockey.

### **Other Skills**

- Excellent organizational skills with proficient knowledge of project management
- Knowledge of active risk management practices in all aspects of the job

### **Education and Experience**

- A post-secondary education, preferably in business/sport management
- Experience working in a non-profit environment
- Experience in promoting Female Hockey
- Experience in coordinating and executing virtual events and meetings
- Experience in event planning
- A minimum of three years experience in a customer service field preferably in business/sport management
- Experience working in a non-profit environment

**All interested applicants should apply to [jobs@owha.on.ca](mailto:jobs@owha.on.ca) before September 12, 11:59 am.**

**Please include Manager, Finance in the subject line.**

**No phone calls please. All decisions of the OWHA Hiring Committee are final.**

**Only candidates selected for interviews will be contacted.**