

**ONTARIO VOLLEYBALL  
EMPLOYMENT OPPORTUNITY  
Accountant (Part-Time)**

**Location:** 60 Scarsdale Road, Suite 111, Toronto ON M3B 2R7  
**Supervisor's Title:** Jennifer Harkness, Director of Finance & Administration  
**Position Level:** Part-time (average 15-20 hrs/week)  
**Salary Range:** Commensurate with experience  
**Posting Date:** July 18, 2018  
**Closing Date:** August 1, 2018

### Ontario Volleyball Association

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization where dedicated volunteers and professional staff provide leadership in the growth and development of indoor and beach volleyball for all Ontarians.

It is our vision to be recognized as a leading sport organization in Canada. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and officials with professional development opportunities.

### Job Summary

The Accountant will be responsible for all of the financial transactions of the association, including Accounts Payable, Accounts Receivable, month end journal entries and preparation of monthly Financial Statements and Budgets. The Accountant will need to be extremely detail oriented with a strong focus on accuracy and efficiency. This position is accountable to both internal and external customers, therefore quick and appropriate responses to issues and inquiries are required.

This is a part time position requiring a minimum of 15 hrs per week with more hours potentially required during month end, year-end and other high-volume periods.

Under the supervision of the Director of Finance & Administration, the incumbent will manage the delivery of the following tasks:

### Key Responsibilities

- Daily management and monitoring of Accounts Payable including:
  - Ensuring the accuracy of all invoices received, including approval and General Ledger coding
  - Entering invoices accurately and in a timely manner
  - Processing employee expense reports
  - Processing payments in a timely manner

- Daily management and monitoring of Accounts Receivable including:
  - Prepare invoices and/or check invoices for accuracy
  - Code invoices and receipts accurately
  - Collect all outstanding receivables
- Other:
  - Monthly bank reconciliations
  - Monthly event and membership reconciliation and revenue posting
  - Record and reconcile deferred revenue
  - Prepare quarterly HST submission
  - Prepare monthly EHT submission
  - Prepare monthly journal entries and general ledger account reconciliations
  - Prepare accurate and timely, monthly financial statements and supporting financial information
  - Support the preparation of annual budgets
  - Prepare year end audit schedules and support the audit process
  - Provide financial and administrative support to the Director of Finance as required

### Qualifications

- Post-secondary degree in Business/Accounting
- Sport Association experience an asset
- Experience with a not-for-profit organization an asset

### Competencies

- Strong accounting knowledge and analytical thinking
- Excellent attention to detail and accuracy
- Intermediate level Excel skills
- Strong multi-tasking skills and ability to prioritize
- Excellent interpersonal, oral and written communication skills

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Values:

**Accountable:** by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.

**Excellence:** by designing and delivering the best possible programs and services for all OVA stakeholders.

**Collaborative:** by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national

organizations, para organizations, volunteers, athletes, families, coaches, administrators, officials, service providers, sponsors through ongoing feedback and input from stakeholders.

**Intentional:** by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.

**Sustainable:** by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.

**Integrity & Respect:** by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in fair manner.

#### Requirements for applying:

- Cover letter
- Resume
- Salary Expectations
- Two (2) letters of reference

Note: Salary will be commensurate with level of experience, skills and qualifications, and subject to negotiation with successful applicant.

Please forward your cover letter, resume and two (2) professional letters of reference via email, with PART TIME ACCOUNTANT in subject heading to:

Jennifer Harkness  
Director of Finance & Administration  
[jharkness@ontariovolleyball.org](mailto:jharkness@ontariovolleyball.org)

The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities in order to support their full participation in our recruitment process.

Thank-you, for your application but only potential candidates will be contacted for an interview.