



<b>Applications Close:</b> August 14, 2017	<b>Reports to:</b> Finance Manager
<b>Job Title:</b> Finance Assistant	<b>Effective Date:</b> September 11, 2017
<b>Location:</b> South Winnipeg, Manitoba	<b>Hours:</b> 37.5 (full time)

## Summary

The Dakota Community Centre – Jonathan Toews Sportsplex, located in south St. Vital in Winnipeg, is looking for an enthusiastic assistant who thrives on client-first service and working with a team of people who care about their community. As the Finance Assistant, you play a crucial role in handling the day to day activities of the accounting and finance office. You will have a wide range of duties and functions that need to be executed in an effective and efficient manner to support the smooth operation of the Finance Manager.

## Overview of the Role

This diverse role requires a person who is a motivated professional and excels in managing multiple tasks. You have good administrative and clerical skills and work well with deadline driven situations. You can prioritize and organize your work to ensure that it meets deadlines and is in full compliance. You have full knowledge of accounting procedures and a high degree of concentration and attention to detail.

As the Assistant, you have a proven track record of working independently and as part of a team. You will be handling high volumes of financial data and information and are well acquainted with ways of storage and retrieving it when there is need.

You will assist the Finance Manager in managing, processing and troubleshooting various accounts and transactions. Our goal is to have someone in this role who will take a proactive approach and assist in setting up workload goals and needs. You are someone who can translate financial competencies into practical objectives and envision opportunities that will drive process improvement. We will in turn encourage you to advance in your career and will provide growth incentives such as paid professional development and CPA membership dues.

## Specific Duties

- All AP and AR Functions
- Payroll Management
- Banking (deposits, cash handling, ATM)
- Systems Management (system back-ups, reconciliation)
- Assist in Month End reporting and statement preparation
- Assist in Year End activities
- Assist in development and monitoring of department Budgets

## Essential Skills

### People Skills

- Possess good interpersonal skills together with strong verbal and written communication and language skills
- Ability to deal with conflict in a diplomatic manner.
- Highly motivated, well-organized, energetic and able to meet deadlines.
- Interpersonal skills including the ability to negotiate and mitigate conflict at all levels.
- Ability to work with internal colleagues as a team.
- Good listening skills are essential and ability to show compassion and empathy.
- Passionate about producing results and superior problem-solving skills enable you to respond to changing priorities.
- Answers question and provide assistance to customers, employees and clients as needed.

### Technical and Programmatic Skills

- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- Project management and ability to meet deadlines.
- Ability to adapt to needs and opportunities as they emerge.
- Ability and agility to use standard software (MS Office) as well as event management system such as MaxGalaxy, Point Streak and integration with QuickBooks and produce reports and analysis from event and registration software.
- Have the ability to be proactive and deal with potential issues before they become acute.
- Administrative and record keeping procedures (compliance reporting for funder, tracking trends and stats of usage and engagement. etc.)
- Document handling and maintaining records and filing financial reports.
- Ability to accurately handle system transfers.
- Data entry (as in QuickBooks or other software).
- Ability to identify and prioritize needs and objectives for the organizational needs.
- Sound knowledge of administrative and record keeping procedures (compliance reporting for funders, tracking trends and stats of usage and engagement. etc.) Work within a well-organized filing system both online and in hard copy.
- Reconcile any discrepancies or errors identified
- Maintain payroll and assure that systems are in compliance with best practices.
- Assist the financial director in creating financial reports on a regular basis; high degree of numeracy and cash handling accuracy.
- Be adept at administrative tasks such as submitting procurement requests, sending emails, working with other team members as required.

### Qualifications:

- Associate's or bachelor's degree/diploma in business, finance, accounting, or a related field is desired. Working toward or having attained a designation is an asset.
- Demonstrated ability to work with internal team members to communicate effectively what is required from each group. This includes Maintenance, Program, Finance and other coordinators who may need to be consulted and well served as this is a core service.
- Experience with Microsoft Office applications (Word, Excel, Outlook) is required as well as the ability to understand and use the scheduling software program (Max Galaxy) for purposes of invoicing and

balancing; use the registration software program (Point Streak) for purposes of balancing cash and registrations.

- Understanding of data privacy standards; integrity; honesty; customer-service skills; solid communication skills, both written and verbal; familiarity with business principles and practices; superior attention to detail; organizational skills; planning skills; problem-solving skills; analytical skills; critical thinking skills; computer skills, particularly with spreadsheets and calculation software.
- Must be able to complete a successful Criminal Record Check or have successfully passed in the last 6 months and eligible to work in Canada.

### **Benefits of Working Here**

Our objective is to provide our employees with a safe and healthy workplace. We seek diversity in our workplace and foster a place of service to the community.

Benefits (dental, vision, RRSP and health spending) are available after six months of successful employment and costs are a combination of employer paid, employee paid and cost-shared.

The Centre is on a major bus route for easy access and/offers free parking and a vibrant team atmosphere.

### **To Apply**

Please visit us at <http://bit.ly/2rUCWWe> and tell us about yourself and upload your resume and a cover note.

We are inviting interested people to apply to us by August 14 at 4:00 pm. You may drop off a resume at the front desk at 1188 Dakota with a short cover note telling us more about yourself and how you see yourself in this role would be appreciated.

### **About Dakota Community Centre Inc.**

With our Mission of being ***a gathering place providing excellence in sport and recreation for everyone***, Dakota Community Centre is one of the largest and most successful community Centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota CC offers a broad range of sport and recreation programs for catchment area members and beyond. In addition to the current ***Jonathan Toews Sportsplex***, which includes a twin ice pad, gymnasium, office space and other multipurpose space, construction of a 60,000 sq.ft., multipurpose Fieldhouse is underway on the Dakota campus and will open this September.