Toronto Pan Am Sports Centre Inc. is currently seeking a full-time **Finance Officer** to join our team!

The Finance Officer will report to the Director, Business Administration (Finance) and will be responsible either directly, or in collaboration with the Director, for all the financial administration functions of Toronto Pan Am Sports Centre (“TPASC”).

**The key accountabilities of the role include, but are not limited to:**

- Manage, and maintain the accounting system G/L account structure;
- Cash management;
- Regular financial reporting;
- Preparation and recording of asset, liability, revenue and expense entries;
- Maintain and balance subsidiary accounts by verifying, allocating, posting and reconciling transactions;
- Maintain general ledger by performing monthly account reconciliations and resolve discrepancies;
- Prepare balance sheet, profit and loss, cash flow and other statements for review by the functional Director;
- Participate in the financial aspects of user contracts relating to High Performance and rental customers;
- Assist the Director in ensuring compliance of TPASC financial policies;
- Prepare monthly bank reconciliations for all bank accounts;
- Maintain schedules and reports for internal and external audits;
- Conduct job evaluations;
- Seek new ways to improve efficiency for TPASC and other duties as required.

**The successful candidate will possess the following qualifications:**

- Completion of a post-secondary degree or diploma in a related field;
- Experience with computerized financial information systems;
  - Proficiency in Quickbooks is an asset
- Ability to work effectively with multiple and conflicting priorities;
- CPA, CA, CMA or CGA designation is an asset;
- Ability to manage conflicts;
- Excellent communication skills (both written and verbal);
- Proficient in using MS Office (Microsoft Excel, Word, PowerPoint and Outlook);
- Strong business acumen;
- Strong analytical ability;
- Proven leadership, mentoring and team building skills;
- Excellent attention to detail;
- Ability to work independently and under minimal supervision;
• Self-directed and self-motivated; and
• Ability to maintain strict standard of confidentiality.

The successful candidate will be required to obtain a Vulnerable Sector Check as well as show proof of COVID-19 Vaccinations subject to any exceptions due to bona fide protected grounds under the Human Rights Code.

**At the Toronto Pan Am Sports Centre Inc. We Can Offer You:**

• A Comprehensive Benefits Package including Medical, Dental, Vision, Life, AD&D Insurance, Disability coverage, and Travel Insurance
• Employer RRSP Contribution
• Complimentary Fitness Centre Membership
• Training and Development including Education Assistance Reimbursement
• Employee Assistance Program
• Corporate Events
• Staff discounts on items such as mobility, clothing, events, etc.

**How to Apply**

Please submit your cover letter and resume by email to the attention of, Erin Ritchie, Director of Business Administration (Finance) by September 21, 2022.

E-mail: eritchie@tpasc.ca

**Our History**

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility was the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. Toronto Pan Am Sports Centre delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building’s 312,000 square-feet includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at Toronto Pan Am Sports Centre and provides world-leading sport science and sport performance services. Toronto Pan Am Sports Centre opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit [www.torontopanamsportscentre.ca](http://www.torontopanamsportscentre.ca)

Toronto Pan Am Sports Centre Inc. is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Toronto Pan Am Sports Centre Inc. will provide, on request, accommodations for disabilities to support your participation in all of our Recruitment Process.
We thank all applicants that apply, however only those being considered for an interview will be contacted.

Toronto Pan Am Sports Centre
875 Morningside Avenue
Scarborough, ON M1C 0C7