



About the Ottawa Gymnastics Centre

Established in 1960, the Ottawa Gymnastics Centre is the oldest operating not-for-profit gymnastics organization in Canada. The club began in numerous high schools where equipment was packed away each night and boys and girls trained in different locations.

The club moved into a more permanent facility in 1980 at 175 Richmond Road. In 1988, the club moved again into the City Centre off Scott Street. Unfortunately, this facility was too small for the ever-expanding club so in 1992, the Ottawa Gymnastics Centre moved into its present facility at 294 Elmgrove Avenue, the former Lyons hockey arena.

It is here that the OGC has been able to create a wide variety of programs and our membership has grown to over 3000 members, from 6 months old to adulthood.

Our Mission

To foster enthusiasm for gymnastics while building foundations for sport and life.

Our Vision

To be the go-to organization for sports excellence and innovation in Canadian gymnastics

Our Values

Quality, Safety, Integrity

Finance Lead

We have an exciting opportunity for an experienced finance lead to join our small team of dedicated professionals. This is a part-time role working 3-4 days per week.

Remote work

The OGC is based in Ottawa, but there is no requirement for the successful candidate to relocate to Ottawa. However, having reliable internet and a home office that provides for a productive, professional, and safe work environment during regular working hours is a requirement of this role. To be successful as a remote staff person, the candidate will need to be a proactive communicator, have a self-starter attitude, and possess strong time and organizational management skills.

Summary

Reporting to Executive Management, the Finance Lead is responsible for the administration of the finance and accounting functions. This responsibility includes protecting the corporate assets, financial and regulatory reporting, cost accounting, internal controls, year-end audit and general accounting functions. The Finance Lead is responsible for supervision and processing of all payroll to ensure appropriate controls are maintained.

The Finance Lead ensures that the receivable and payable sub-ledgers are accurate. The Finance Lead also assists Executive Management with other finance projects as required.

Detailed Duties and Responsibilities

General Accounting:

- Maintains the integrity and accuracy of the General Ledger by reviewing all journal entries including review of the Accounts Receivable and Payable
- Ensures expenditures are allocated to specific projects when applicable, and verifies compliance with the contribution agreement(s) and/or Treasury Board guidelines
- Maintains monthly reconciliation schedules, including Balance Sheet accounts, Congress fees Membership Fees, Deferred Revenue investments and credit card statements,
- Responds to internal and external queries on financial issues
- Trains budget holders on accessing and querying financial software
- Monitors administrative as well as operational expenses for – past and current and compares with competing suppliers to ensure a fair market price is charged and makes recommendations if needed
- Assists in the preparation of the budget

Cash Flow Management:

- Monitors and prepares monthly cash flow forecast

Funding:

- Tracks grants received and reconciles related Deferred Revenue accounts monthly

Reports:

- Prepares monthly departmental financial statements and answers queries from Budget holders
- Prepares ad hoc reports as required for analysis and/or project costing

Regulatory reporting:

- Prepares electronic payments and reimbursements, governmental remittances: GST and PST.
- Prepares T1044, T3010 and supporting schedules (ie. T1235) for review and approval by Executive Management)

Membership Fees:

- Prepares schedule for annual membership fees invoicing based on data received from administrative team;
- Sets up Financial software settings for current memberships fees prior to invoicing
- Supports Finance Administrator in sending invoices and monitors membership fees receivable
- liaises with Member Relations Officer to stay informed of any request for cancellation or abeyance of membership fees

Donations:

- Reconciles donations on a monthly basis

Capital Assets:

- Tracks acquisitions and liquidation of equipment
- Prepares asset amortization schedules

Audit:

- Responsible for preparing audit working papers as required for annual year-end audit, donor audits, CRA audits, etc.
- Assists in the implementation of Auditors' recommendations in collaboration with management

Financial System:

- Responsible for keeping current with financial system upgrades, new reporting tools, etc.
- Responsible for proposing and implementing modifications in Accounting system to improve processes and/or reflect any changes in policy or procedures

Benefits and Payroll:

- Designated Administrator and primary contact for Payroll Services Provider
- Prepare T4A summary and slips and submit to CRA
- Reconcile payroll at year end and distribute T4's and T4A's

Education and Experience:

- A degree in business administration, Accounting or related field, with a minimum of 5 years of related financial experience in medium sized enterprises with multiple stakeholders; ideally within a non-profit environment. Preferably working towards a CPA designation or other related designation (payroll, financial analyst, etc.)
- Demonstrated ability to perform detailed financial analysis and recommend course of actions
- Strong communications skills and demonstrated ability to collaborate, gain cooperation and consensus with various teams and colleagues with different background and points of views
- Excellent English writing and editing skills;
- Advanced software skills including in depth working knowledge of QuickBooks Online, MS Office, Sharepoint, and great ability to learn and adapt new software tools
- Demonstrated ability to organize multiple tasks and appropriately prioritize activities as well as make decisions to most effectively utilize time and resources
- Must be exceptionally detailed oriented, with a strong focus on organization, planning, follow up and superior quality
- Excellent interpersonal skills, an ability to work independently and with multiple team members and stakeholders
- Display tact and diplomacy in dealing with colleagues, elected or appointed officers of the Federation, members of universities and of government at all levels

Personal Characteristics:

- High ethical standards and a desire to work with like-minded high achievers
- Entrepreneurial, proactive and very inquisitive;
- Willing to roll-up their sleeves and make things happen; takes ownership of tasks and is motivated to follow through to completion
- Demonstrates strong personal motivation by setting and working towards high standards, showing appropriate initiative, working professionally and cooperatively within the team
- Establishes strong and trusted relationships with colleagues and stakeholders
- Respects the values and differences that all members of a small team bring to an office environment
- Adaptable to different approaches and flexible to move in new directions as needed
- Willingness to help out in any situation or activity that will have a positive impact on the organization
- Seeks opportunities to help others to succeed
- Seeks to continuously develop skills and knowledge
- Commitment to OGC's mission, vision,, values and direction
- Displays confidentiality when dealing with payroll and sensitive matters

To Apply

If this opportunity intrigues you and relates to your experience, then we want to hear from you! Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit for you, and your career at this time.

Your application should consist of:

1. Your resume or CV
2. Cover letter

You must be legally allowed to work in Canada in order to be eligible for this position. Those selected for an interview will be contacted directly. The posting will remain active on our website until our search process is complete.

If this position is of interest to you, please submit the documentation requested above, by November 21st 2025;

Amanda Pepin - Director of Operations and Programs

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