

Job Posting

Position Title: Coordinator, Finance
Department: Finance
Status: Full-time, salary
Reports to: Senior Manager, Finance
Location: Multiple Locations
Salary Range: \$51,000 - \$58,000

Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) proudly manages and operates all facilities at Langley Events Centre (LEC), The Redwoods Golf Course, and Triple O's at Aldergrove Community Centre. As our portfolio continues to expand, we are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization.

Position Overview:

Reporting to the Senior Manager, Finance, the Coordinator, Finance will be responsible for recording, reporting, tracking, and completing transactions related to Ten Feet Sports and Entertainment business at all TFSE operated facilities. Based out of The Redwoods Golf Course and Langley Events Centre, the Coordinator, Finance will focus on Accounts Payable, Accounts Receivable and Payroll.

Primary Duties and Responsibilities:

- Maintain accurate records for all transactions
- Deposit cheques and cash, track the payment details, and balance against customer ledgers
- Complete a weekly breakdown of all revenue
 - Allocate into sales form, identify by various locations/types, record deposits taken, and record payments for events
- Complete payroll processing for all TFSE facilities on a bi-weekly basis, ensuring accurate coding to departments and events, as applicable under the direction of the Senior Manager, Finance
- Enter invoices into Sage, and ensure appropriate coding is provided by the applicable Manager
- Reconcile vendor invoices and resolve discrepancies
- Process cheques through Sage and attach the applicable backup documentation for signing and approval
- Complete event reconciliations
 - Allocate department revenue, expenses and fees
 - Determine amount owing to teams, partners or clients based on their Agreements
 - Assist with the reconciliation of internal revenues received against reported revenues generated from Point of Sale
- Assist in the preparation, calculation, submission, and payments for GST, PST, Employer Health Taxes, Payroll Taxes and WorkSafe BC
- Assist in the preparation, calculation, submission and payments for music licensing
- Assist with Accounts Receivable collection by following up on late invoices
- Assist with audit duties
- Other duties as assigned



SPORTS AND
ENTERTAINMENT

Skills and Abilities:

- Attention to detail
- Ability to work independently with minimal supervision
- Excellent communication skills
- Strong organizational skills and the ability to prioritize tasks
- Analytical thinking with the ability to identify and troubleshoot discrepancies
- Intermediate proficiency with Office 365, primarily with Excel and Outlook
- Intermediate proficiency with Sage 50 or comparable program
- Basic knowledge of Sales Taxes
- Basic knowledge of Payroll Taxes and Employer Health Taxes
- Fully proficient in spoken and written English, with a second language considered an asset
- Experience with MS Windows 11 operating system
- Transaction reconciliation experience

Qualifications:

- Completion of post-secondary education in a discipline such as accounting, bookkeeping, finance, or other related discipline
- Minimum one year of experience in a similar role
- Valid Class 5 Driver's License required to be maintained during employment
- Willingness to complete a Police Information Check
- Valid Basic First Aid, CPR, and AED Certification, or equivalent will be required to be maintained during employment

HOW TO APPLY:

Interested individuals are asked to submit via email: careers@tfse.ca:

- A) A cover letter;
- B) A resume detailing your skills, experience; and
- C) Any additional information outlining your specific interests and abilities that attracts you to this specific opportunity with TFSE and LEC.

This posting will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.