



STAFF POSITION – FINANCE COORDINATOR – LEAGUES

Company Overview

BC Hockey is a not-for-profit organization and member branch of Hockey Canada, responsible for governing amateur hockey at all levels in British Columbia and Yukon. It supports over 130 Minor Hockey Associations plus Junior and Senior teams, over 62,000 players, referees and coaches as well as countless volunteers and others dedicated to the sport.

BC Hockey is seeking a detail-oriented and highly organized individual to support league financial operations and administrative functions. The successful candidate will work closely with team treasurers, General Managers, and Finance Department to ensure accurate financial reporting, compliance, and effective operational support.

Placement Requirements

- Post-secondary education in Business Administration, Finance, Accounting or related field preferred
- Demonstrated attention to detail and a strong commitment to confidentiality
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, etc)
- Proven ability to manage multiple priorities and meet deadlines
- Strong interpersonal and communication skills, with the ability to build effective working relationships with volunteers and staff
- Satisfactory Criminal Record Check including Vulnerable Person's Check

Extent of Supervision

- Responsible to the Chief Executive Officer through the Vice President, Finance.

Description of Duties

- Coordinate and supervise team finances in collaboration with league team treasurers and General Managers
- Audit/review monthly league team finances and bank reconciliations, following up on discrepancies as required
- Provide guidance and ongoing support to league team treasurers
- Process and enter league purchase orders
- Monitor league general ledger accounts
- Monitor league variance reports
- Develop, update, and maintain player registration tracking
- Track and collect outstanding player fees and process e-transfer payments
- Coordinate league bank and credit card account setup with the VP, Finance
- Provide operational support at league showcases and events (some travel required)
- Provide assistance to Finance Department as required



Job Type: Full Time

Salary range \$52,000 to \$64,000 per year, dependant on experience

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- RRSP match
- Vision care

Schedule

- Monday to Friday

Work Location: In person

Email resume and cover letter to hr@bchockey.net to apply.