

Job Posting – Financial Management Specialist

Sport Law is recruiting a financial management specialist who has experience in all aspects of financial processes and systems, and who is passionate about making a difference in sport. As proud members of the sport community, we want to continue to contribute to the health and vitality of Canadian sport.

If you are an experienced financial management specialist who is self-motivated, has an entrepreneurial spirit and gets fired up about sport, this might be the place for you.

Company Overview

Sport Law was founded in 1992 and from our humble beginnings, we have grown to 19 leadership coaches, consultants and lawyers who specialize in supporting sport organizations at the national, provincial and community level. We have experienced team members in the areas of sport law, governance, risk management, leadership coaching, crisis communications, complaint management, research and reviews, financial management, executive training, parliamentary procedures, and so much more.

As our business continues to grow and evolve, we want to maintain a high level of service and value to the sport sector we care deeply about.

Job Description

As a Financial Management Specialist with expertise in financial procedures and systems management, you will play a vital role supporting Sport Law clients to ensure their financial health by implementing and managing integrated financial processes to provide accurate and timely information including detailed management reporting, meeting funding partner deliverables and ensuring government compliance. Additionally, as a consultant, you will be advising sports organizations and governing bodies on fiduciary responsibilities and financial good practices.

Requirements

To be considered for the Financial Management Specialist position, candidates should meet the following criteria:

- University degree in Accounting or a relevant field from a recognized post-secondary institution. An accounting designation is preferred
- A minimum of 10 years of financial management experience.
- Experience with Sport Canada funding agreements is an asset
- Technical knowledge and experience working with Quickbooks Online, online payroll and banking systems and MS Office.
- Ability to work independently with minimal supervision and manage multiple deadlines effectively.
- Demonstrated understanding of the complete accounting cycle from data entry to audit including budget development and management
- Demonstrated ability to support and oversee bookkeepers and other supporting financial positions

- Demonstrated ability to build and maintain strong client relationships.
- Demonstrated planning and organizational skills with a high attention to detail.
- Strong analytical and problem-solving abilities.
- Passion for sports and a deep understanding of the Canadian amateur sports sector.
- Ability to work evenings and weekends.
- Bilingualism (English/French) is considered an asset.

What We Offer

- The opportunity to be part of a team of highly respected and committed individuals who are passionate about making sport better.
- Being part of a trusted brand in the Canadian sport sector that reflects our values of delivery, stewardship, and empathy.
- An established base of sport clients.
- Leadership support from our team members.
- Complete infrastructure to support your work (web site, promotional programs, invoicing, financial management, promotional materials, etc.).
- Flexibility in where, when, and how you do your work.
- A collaborative, innovative and fun team of sport consultants who love what we do.
- While this is not a fixed remunerated position, we provide our team members with the conditions to thrive, make a difference, and maintain a healthy lifestyle.

Location

Sport Law is a virtual office, enabling team members to work remotely. As such we welcome applicants from across Canada to apply.

How to Apply

If you are a talented and motivated Financial Management Specialist with experience in financial processes and systems and you are passionate about making a positive impact in the sports industry, we would love to hear from you. Please submit your resume, cover letter, and any additional supporting documents to hello@sportlaw.ca.

In your covering letter, please indicate,

1. Why you want to work as a team member of Sport Law?
2. Why you went into Accounting
3. Any relevant lived experience

Sport Law is an equal opportunity employer. We value diversity and inclusion in the workplace and encourage applications from individuals of all backgrounds. For more information about Sport Law, our services, vision, mission, and values, please visit our website: <https://sportlaw.ca/>



Please note that only shortlisted candidates will be contacted for further evaluation. All applications will be handled with strict confidentiality.

Application Deadline March 31, 2025