



Category: Finance & Administration

**MANAGER OF FINANCE & ADMINISTRATION – DOWNSVIEW
PARK EVENTS, DOWNSVIEW PARK THE HANGAR (Toronto, ON)**

Company: GLOBAL SPECTRUM FACILITY MANAGEMENT

Type: Full-Time, Salaried

Immediate Supervisor: Director of Finance & Administration

Job Summary: Global Spectrum is currently seeking a permanent full time Manager of Finance & Administration for its facilities at Downsview Park located in Toronto, ON. The facilities include the Hangar Sports Complex which consists of indoor and outdoor multi sport artificial turf fields, as well as a ball hockey arena, and beach volleyball courts. The facilities also include an outdoor concert and event space that can accommodate over 40,000 spectators for concerts and other live stage shows, as well as smaller indoor/outdoor event spaces for a wide assortment of activities. The Manager of Finance & Administration will be responsible for the management of the finance department including the preparation, administration and monitoring of operating and capital budgets, monthly accounting, financial planning and reporting.

Job Functions / Areas of Responsibility:

- Ensure that all month-end financial accounting duties and all resulting financial reporting is completed on a timely and accurate manner.
- Coordinate all activities within the Finance and Administration department including accounts payable, accounts receivable, general accounting, payroll, special projects accounting, financial planning and reporting.
- Perform all duties and responsibilities in accordance with Canadian accounting standards.
- Assist with creation of fiscal year budgets.
- Monitor accounts receivable and assist other departments with follow up of overdue balances.
- Enter all journal entries, including coding and processing of invoices and cheques.
- Reconcile bank statements and prepare bank deposits as necessary.
- Assist in the development and maintenance of accounting files and records.
- Record all business transactions, process accruals and adjustments, reconcile accounts and prepare monthly financial statements.
- Prepare all payroll activities, including administration of new hire documents and entering into 3rd party software; and record weekly part-time staff hours, ensuring that information is correct.
- Monitor accounts payable to ensure that purchases and expenditures are within budget and in accordance with Global Spectrum Facility Management policies.
- Keep abreast of federal, provincial and municipal developments, laws and policies that may affect the financial operation of the organization.
- Complete fiscal year-end adjustments.
- Prepare for and participate in annual financial statement audits.
- Other duties as required.

Qualifications:

- Minimum Bachelor's degree in business administration or accounting required.
- Possession of a CPA CA, CPA CMA or CPA CGA designation preferred but not required.
- Minimum of 2 years' experience in Financial Management, or related field.
- Working experience in the venue management industry preferred but not required.
- Strong knowledge of all Canadian accounting standards.
- Ability to work as a member of a multidisciplinary team.
- Demonstrated interpersonal skills that promote mutually beneficial, respectful and professional relationships.
- Ability to write concise reports to various audiences.
- Effective communication skills with all levels of an organization.
- Ability to adapt to and learn new software, specifically SAGE and BizNet.
- Strong Microsoft Excel skills.
- Able to work efficiently as part of a team as well as independently.
- High level of critical and logical thinking, analysis and/or reasoning to identify underlying principles, reasons or facts.
- Ability to learn quickly.
- Available to work evenings and weekends as necessary based on events schedules.
- Deadline driven and able to complete financial reports on a timely basis.
- Superior organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Attention to details in all areas of work.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

Please note that to be eligible for this position, you must apply through TeamWork Online at <http://comcast-spectacor.teamworkonline.com/teamwork/r.cfm?i=82084>.

Note: When you apply for this job online, you will be required to answer the following questions:

1. YES/NO: Are you legally entitled to work in Canada?
2. YES/NO: Do you have 2 years' experience in financial management?
3. To be considered, please list your salary requirements.