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## **Senior Accounting Manager**

**Reports to:** Vice President, Finance

**Term:** Full Time

**Start Date:** July 1, 2024

**Remuneration:** \$55,000 - \$65,000 (Benefits are according to internal benefits policy)

**Announcement Date:** May 13, 2024

**Closing Date:** May 31, 2024

The Okanagan Hockey Group is seeking a full-time Senior Accounting Manager for the finance department. The successful candidate will be responsible for the daily management of operations of the finance department including developing informative reports that illustrate OHG's performance to budget using existing company procedures and protocols.

### **Scope of Work:**

- Coordinate A/R, A/P, Payroll, benefit plan, government remittances and the general ledger.
- Effectively manage accounts receivable and customer relations
- Prepare and process semi-monthly salary payroll and hourly payroll for OHC.
- Prepare and/or review balance sheet accounts monthly reconciliation.
- Work with and guide department managers to develop annual budgets.
- Provide meaningful and timely reporting of actual performance to budget with updated forecasts to fiscal year end.
- Recommend benchmarks for measuring financial and operating performance.
- Assist VP of Finance to model anticipated changes in revenue streams, market segments and margins.
- Identify areas for additional profit and or cost reduction.
- In conjunction with VP of Finance prepare monthly, quarterly, and year-end financials.
- Ensure compliance with local, provincial, and federal reporting requirements.
- Prepare accounting files as directed for external review.
- Assist the Senior Management team in the development of short- and long-range goals, objectives, policies, and operating procedures.
- Work with government agencies, auditors etc. when requested.
- Provide accounting help and reports to divisions heads as needed.
- Prepare and/or review bank reconciliations.
- Aid VP of Finance in Internal Controls Policies and Procedures.

- Train and work with other members of the finance team.
- All other duties as assigned by the VP of finance.

**Qualifications & Requirements:**

- Bachelor's degree in accounting or a similar field.
- Minimum of 3 years of progressive accounting and/or finance experience
- Knowledge and experience of accounting systems, budgets, internal controls, business planning and reporting.
- Innovative problem-solving abilities.
- Quality improvement management skills.
- Ability to work independently and follow directives.
- Ability to work at a fast pace as needed while maintaining quality results.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with personnel at all levels of the organization.
- Demonstrate strong leadership and team building skills.
- Experience in and knowledge of Microsoft Office Applications.
- Ability to follow the philosophies, policies, and procedures of Okanagan Hockey Group.
- Must pass company screening including Criminal Record Check

**Application Procedures:** Please send resume and cover letter to [kemidurojaiye@okanaganhockey.com](mailto:kemidurojaiye@okanaganhockey.com)