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Regina Office
1750 McAra Street
Regina, SK S4N 6L4

Saskatoon Office
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Employment Opportunity

Sask Volleyball seeks Finance Manager

Sask Volleyball is a non-profit organization whose purpose is to promote and develop the sport of volleyball across Saskatchewan.

Sask Volleyball is seeking a Full-Time Finance Manager to work out of our Regina office. Reporting to the Executive Director, the Finance Manager will oversee the organization's accounting, registration, database, and day-to-day office functions. We are seeking a creative, motivated, and efficient worker looking for a challenging role that has a positive impact on the volleyball community.

The Finance Manager will be responsible for overseeing member and program registrations, managing payments and receivables, preparing financial reports, assisting with strategic planning reports, taking meeting minutes, being a first-line communicator with public, and assisting with programs as necessary. Flexible hours are available.

Critical Behaviors

- Exceptional organization skills.
- Able to prioritize tasks and manage short and long-term schedules.
- Able to work independently or in collaboration within a group.

Qualifications

- Experience working with Quickbooks or similar accounting software.
- Experience working within an office environment.

Assets

- Strongly consider successful completion of post-secondary with a business or accounting designation.
- Experience managing registration or data systems.
- Experience working for a non-profit sports organization.
- Experience playing, coaching, or refereeing the sport of volleyball.

Remuneration

- Salary commensurate with education and experience.
- Benefits package included.
- Professional Development support available.

Timelines

- Deadline to apply:
 - **Friday, July 8th, 2022**
- Anticipated start date:

- **August 2022**

To apply, please send a cover letter and resume to:

Executive Director
Sask Volleyball
1750 McAra Street
Regina, SK S4N 4L6

or Email: aaron@saskvolleyball.ca

For a detailed job description, please contact Sask Volleyball at 306-535-9231 or aaron@saskvolleyball.ca. All applications will receive a confirmation of receipt response.