



ST.ALBERT MINOR HOCKEY ASSOCIATION

Location: St. Albert (Hybrid)

Reports to: Executive Director

Employment Type: Part-Time

Position Overview

St. Albert Minor Hockey Association is seeking a highly organized and detail-oriented **Data & Finance Coordinator** to support the financial operations and data systems of the organization.

This role supports the organization's financial operations and ensures reliable data integrity across registration, evaluation, and operational platforms to inform effective decision-making. The Data & Finance Coordinator plays an important role in supporting leadership decision-making by providing reliable financial reporting and program data.

This is an excellent opportunity for someone with a solid accounting foundation who enjoys working in a dynamic, community-focused environment.

Key Responsibilities

Financial Operations

- Support day-to-day financial administration, including accounts payable and accounts receivable
- Prepare monthly reconciliations for bank accounts, credit cards, merchant accounts, and financial statements
- Coordinate bi-weekly payroll for a small staff team
- Monitor spending against approved budgets and identify variances
- Assist with year-end financial activities and audit preparation
- Maintain accurate financial records in accordance with organizational policies and controls

Data & Reporting

- Maintain data accuracy across organizational systems, including registration, evaluation, volunteer, and e-commerce platforms
- Generate financial and operational reports to support program planning, registration forecasting, and Board reporting
- Support the development of financial dashboards and historical trend analysis



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Compliance & Administration

- Support compliance with organizational policies, employment standards, and provincial sport regulations
- Assist with grant reporting, government filings, and insurance documentation
- Support AGLC compliance and reporting related to raffles and gaming activities
- Respond to billing inquiries from vendors, teams, and families

Team & Program Support

- Provide financial summaries and updates for leadership, committees, and working groups
- Support team treasurers with budget development and financial best practices
- Assist with financial processes related to tournaments and major events

Qualifications & Experience

- Diploma or degree in Accounting, Finance, Business Administration, or a related field (or equivalent experience)
- 2–5 years of experience in accounting or financial administration
- Strong understanding of budgeting, reconciliations, payroll, and financial reporting
- Experience with **QuickBooks Online**
- Advanced proficiency in **Excel** and comfort working with data
- High attention to detail and strong organizational skills
- Ability to manage competing priorities in a seasonal, dynamic environment
- Strong communication and interpersonal skills

Working Conditions

- Hybrid work environment
- Flexible hours with **seasonal peaks (August–October)**
- Occasional evening or weekend work during major events or peak registration periods

Why This Role Matters

The Data & Finance Coordinator plays a key role in maintaining the financial health, transparency, and operational efficiency of the organization. This position supports informed decision-making, strengthens trust with members, and helps ensure a positive experience for players, families, and volunteers.

Interested applicants are encouraged to apply by submitting a resume and brief cover letter to **Jane Sedo, Executive Director** (executivedirector@samha.ca). Applications will be reviewed on an ongoing basis.