



**Job Title:** Hockey Operations Finance Clerk

**Reports To:** Hockey Operations Manager

**Collaborates with** VP Finance, VP Rep, RIC

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## Position Overview

The Hockey Operations Finance Clerk plays a key role in maintaining the financial integrity of all transactions related to rep (travel) teams and the Officials Committee. This individual is responsible for overseeing, processing, and reconciling all accounts payable and receivable activities—including inter-office transactions—ensuring accurate and timely financial recordkeeping. The AP/AR Clerk will have access to all team and officials' accounts and will support financial oversight, reporting, payroll, and reconciliation across programs.

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## Key Responsibilities

- Process and record all internal transactions for rep teams (e.g., rep fees, parent commitment fees, bussing invoices).
- Manage and facilitate transactions between the FMMHA office and team accounts to ensure transparency, consistency, and accountability.
- Oversee and administer all financial transactions related to the Officials Committee, including payroll, reimbursements, mentorship fees, and travel compensation.
- Maintain accurate financial records and documentation in accordance with organizational policies.
- Support the budget directors on reports on team and officials' financials for internal review and audit purposes.
- Issue invoices for approved expenses and follow up on outstanding receivables.
- Support the VP of Finance with forecasting, budget tracking, and analysis for rep programs and officials.
- Other related duties as assigned

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## Qualifications

- Proven experience in accounts payable and/or receivable, preferably in a non-profit, sports, or association setting.
- Experience processing payroll and managing multi-stream financial transactions.
- Strong knowledge of accounting principles and bookkeeping practices.
- Proficient in software tools such as Microsoft Excel and TeamSnap.
- Excellent organizational skills and attention to detail.
- Strong interpersonal and communication skills, with the ability to work collaboratively with staff, volunteers, and officials.
- Ability to manage confidential financial information with discretion and integrity.
- Diploma or degree in accounting, finance, or a related field is preferred.

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## Additional Information

- **Hours & Compensation:** This position offers a flexible work schedule of 25 hours per week, paid at a competitive hourly rate, to be negotiated based on experience.
- **Location:** The primary work location is Frank Lacroix Arena. While some flexibility is available, there is an expectation that the office remains open and accessible to members during core hours.
- **Technology:** A technology allowance will be provided to support access to essential tools such as a laptop and monitors.
- **Collaboration:** This role involves regular interaction with volunteers, team treasurers, and officiating coordinators. Strong, clear, and timely communication is critical to success.
- **Security Requirements:** Candidates must be bondable and will be required to provide a current Criminal Record Check upon hire.