



The Newfoundland and Labrador

SOCCER ASSOCIATION

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Position Description – Finance and Administration Coordinator

Title

Finance and Administration Coordinator - NLSA

Summary

The Finance and Administration Coordinator plays a vital role in the smooth functioning of our administrative operations, ensuring efficient financial management and record-keeping and providing support to the Executive Director and NLSA staff. Additionally, this role involves leading and assisting with various stakeholders and events, including NLSA members, NLSA Board of Directors, festivals, Jamborees, MEGA Tournaments, Final Weekend(s), banquets, and more.

Roles and Responsibilities

- **Maintain and develop financial excellence:**
 - Work and coordinate with external accounting/bookkeeping provider to ensure timely and accurate maintenance and reporting of financial records. Basic data entry to Quickbooks online will be required to complete club invoices and other potential ad hoc bookkeeping. Other bookkeeping tasks to be performed include, but is not limited to:
 - Payment of vendor invoices and handling receipt and deposit of customer payments;
 - Provide cash projections as required;
 - Assist in year end financial audit as required;
 - Annual Budget Preparation in collaboration with the Executive Director and staff.
 - Monthly reporting of actuals vs budget and trends to Executive Director
 - Create and maintain manuals of all significant work processes
 - Implement and improve office systems, procedures, and policies.
- **Provide general administrative support:**
 - Provide support to the Executive Director, NLSA staff and Volunteers, assisting them with their administrative needs and inquiries.
 - Support HR requirements such as staff onboarding documents.
 - Coordinating with Executive Director and staff, oversee development and delivery of Quarterly Newsletter to NLSA member clubs



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- o Manage correspondence, answer phone calls, schedule meetings, and maintain office supplies.
- o Maintain effective communication with internal stakeholders, external partners, vendors, and participants to ensure smooth event operations.
- o Experience with RAMP for registration creation and database management.
- o Experience with TeamSnap for sending invoices and tracking payments.
- **Lead and support the delivery of NLSA events:**
 - o Assist with planning and executing various events, such as festivals, Jamborees, MEGA Tournaments, Final Weekend, banquets, and other activities as required.
 - o Manage event logistics, including venue bookings, catering, equipment procurement, and attendee registrations. Develop event materials such as name badges, schedules, signage, and promotional content.
 - o Assist in managing event budgets, tracking expenses, and reconciling financial records.
- Collaborate with the team to accomplish organizational goals, contributing to a positive and efficient work environment.

Other duties as required and assigned by the Executive Director.

Salary

We offer a competitive compensation and benefits package.

How to Apply

The posting will remain open until a suitable candidate is selected. To apply in confidence please submit your resume and cover letter to Charlie Reid, Executive Director - NLSA at charlie.reid@nlsa.ca