



CANADA SOCCER

237 rue Metcalfe Street
Ottawa, ON K2P 1R2

CANADA SOCCER JOB DESCRIPTION

POSITION: Controller

REPORTS TO: Chief Financial and Operating Officer

LOCATION: Ottawa, Ontario, Canada

Overview

Based in Ottawa and reporting to the Chief Financial and Operating Officer, the **Controller** is primarily responsible for managing the monthly, quarterly, and annual reporting obligations of Canada Soccer, including analysis and management of information that will provide support for the decision-making process.

The **Controller** is an effective leader with a strong ability to guide and support teams, creating an environment where individuals can develop, grow, and consistently deliver high-quality work. Highly results-driven, they pursue ambitious goals with determination and maintain a focused, goal-oriented approach to every task. Their problem-solving skills allow them to identify complex challenges, uncover root causes, and implement effective solutions. They excel at prioritization, efficiently organizing tasks and allocating resources to meet both immediate and long-term objectives. With excellent communication skills, they effectively convey and receive information through verbal, written, and interpersonal channels, engaging stakeholders with clarity and purpose. They also demonstrate strong initiative, independently assessing situations and taking proactive steps to drive progress and success.

Position Summary

Ongoing

- Develop and maintain timely and accurate financial statements and reports in accordance with ASPE for Canada Soccer, including general ledgers and account reconciliations
- Develop, implement and ensure compliance with financial controls and accounting policies to ensure the integrity of the financial reporting
- Ensure all statutory requirements of the organization are met including withholding payments, taxes, year-end reporting, Sport Canada, FIFA and Concacaf reporting and other as required.
- Review financial reports and analysis with department managers and/or budget owners in accordance with established internal timelines. Maintain and develop schedules, reports, and analyses as required
- Analyze actual results compared to budget, and prepare monthly and annual forecasts
- With input of stakeholders, develop internal management reporting and establish timelines for distribution of reports
- Establish and manage the annual budget process
- Liase with budget owners to review and forecast results, developing a culture of budget-conscious decision making and accountability
- Responsible for the supervision of A/R and Revenue, A/P, Payroll and reporting functions
- Other duties as assigned by the CFO and COO

Periodic

- Recommend and implement changes in the basic structure, organization and processes of the finance department to ensure objectives are met.
- Ensure that the finance team is optimizing the use of Business Central and Power BI to drive efficient and effective reporting.
- Liase with external auditors and tax advisors or other consultants as necessary.
- Ad hoc reporting and analysis as requested by management.



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- Interview, hire, train, monitor, and motivate direct reports..

Required Knowledge, Skills & Abilities

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration
- Professional accounting designation
- Minimum of 5 years progressive accounting experience with an emphasis on financial reporting, budgeting, and forecasting
- Knowledge of GAAP and internal control principles
- Strong analytical, problem solving, and decision-making skills to evaluate alternatives and provide recommendations for business issues
- Knowledge of federal and provincial legislation affecting corporations, and partnerships
- Effective interpersonal and oral communication skills
- Experience with ERP optimization, implementation and/or process improvements
- Able to work under pressure and meet tight deadlines
- Experience managing a team
- Strong knowledge and experience with all aspects of O365
- Experience with Dynamics 365 Business Central and Power BI is an asset
- Bilingualism (English/French) is an asset

Please submit your résumé and expected salary expectations to Cathy Breda at careers@canadasoccer.com before **May 5, 2025**.

Please note that only those candidates selected for a potential interview will be contacted.

Canada Soccer is the official governing body for soccer in Canada. In partnership with its members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale.

Soccer is the largest participatory sport in Canada and is considered the fastest growing sport in the country. There are nearly 1,000,000 registered Canada Soccer active participants in Canada within 1,200 clubs that operate in 13 provincial/territorial member associations.

Our recruitment and selection processes and work environment are inclusive and barrier-free. Canada Soccer believes that a diverse team strengthens our organization.

Canada Soccer provides equal opportunity for all applicants and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences pardoned or suspended, marital status, family status, disability, or any other characteristic protected by local law. Self-identification by candidates in the process is completely voluntary. We welcome and encourage applications from people with disabilities.