



## Who we are

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to become a world-leading tennis nation, Tennis Canada seeks to grow participation across Canada and develop champions on the international stage. Tennis Canada also owns and operates the Rogers Cup presented by National Bank tournaments in Toronto and Montreal, two of the best-run sporting events in the world which annually bring the globe's best tennis players to Canada. In recent years, Canadian tennis has seen historic achievements, with players reaching Grand Slam finals and record high world rankings, and participation and interest on the rise. Join us as we look to build on this exciting momentum and produce even greater results. We are a team of innovators, who are passionate about our work and pursue excellence together every day.

## What we are looking for

### Coordinator, Accounts Payable

Reporting to the Lead, Accounts Payable, your main responsibilities will be to provide support for the entire accounts payable process. The Coordinator, Accounts Payable ensures that all payments to suppliers, corporate credit cards, officials, employees, grants and subsidies are made and that a quality service is provided.

- Perform data entry into accounting software, review and revise coding, break down expenses to department budget, ensure matches with proper back-up documents and correct approbation;
- Communicate with vendors and department managers to ensure thorough follow up with incorrect charges, inaccurate or missing information;
- Perform as a backup for weekly payments run (cheque and EFT) or upon urgent requests;
- Review and verify expense reports and process them in timely manner;
- Reconcile vendor statement of accounts, keep accounts current or within terms and resolve inquiries regarding their accounts, ensure timely payment to suppliers;
- Perform cash advance reconciliation;
- Assist in documenting and improving of control processes related to credit card/Regtag procedures and other payable controls;
- Prepare periodic excel reports as per management request;
- Perform additional task as per the needs of accounting team;
- Promptly email communication with suppliers/employees/coaches;
- Key team member during Rogers Cup to provide various support to operation, including issuing player prize money, petty cash management, player money reconciliation.

### Management of monthly credit card processing tasks

- Submit statements to card holders;
- Ensure credit card expense reports are received in time and properly coded/approved with complete documentation;
- Process all reports in the system accurately and in a timely manner;
- Communicate with credit card holders to ensure there are no delays in posting and processing the credit card expenses in accordance with monthly closing terms.



### Who you are

- College diploma in accounting or related field;
- 2 to 3 years of experience in a similar position;
- Knowledge of Great Plain software is preferable
- Proficient in Excel (a must);
- Thorough knowledge of accounting cycle, coding and general ledger systems;
- Strong attention to detail, capacity to take initiative and work independently;
- Organization skills and capacity to work under pressure;
- Team player;
- Communication skills, customer service approach;
- Self-motivated, ability to work in a fast-paced and high volume environment with deadlines.

### What's in it for you

- Be part of a dynamic organization that makes a difference across Canada;
- Get in the game! Join the Rogers Cup team;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

### Interested?

Send us your resume at [resumes@tenniscanada.com](mailto:resumes@tenniscanada.com)