

## **SPECIAL OLYMPICS SASKATCHEWAN**

### **Position Description**

#### **Position Title: Finance and Operations Coordinator**

**Supervisor's Title:** Executive Director

#### **Purpose of Position**

Under the direction of the Executive Director and within the strategic mandate of Special Olympics Saskatchewan, the Finance and Operations Coordinator is responsible for overseeing office operations, financial administration, and organizational records in compliance with applicable charitable, legal, and regulatory requirements.

The Finance and Operations Coordinator provides essential executive and governance support to the Executive Director and the Provincial Board of Directors, ensuring efficient operations, strong internal controls, and organizational continuity.

#### **Responsibility and Authority**

#### **Key Responsibilities**

The Finance and Operations Coordinator will be responsible for a combination of the following functions:

#### **Administration & Governance Support**

- Complete and submit the annual Registered Charity Information Return (T3010) to the Canada Revenue Agency by December 31 and maintain all supporting records in compliance with CRA regulations.
- Maintain organizational insurance records, renewals, and compliance documentation.
- Attend Provincial Board of Directors meetings, the Annual General Meeting, and selected committee meetings; prepare agendas, record and distribute minutes, and maintain governance records and lists.
- Coordinate the issuance of official income tax receipts for charitable donations.
- Update and maintain organizational website content, as required.

#### **Office Management & Operations**

- Oversee the day-to-day operational needs of the provincial office, including

receptionist functions and office supply and promotional inventory.

- Manage service, maintenance, and vendor contracts.
- Administer information technology service agreements, contracts, and maintenance.
- Ensure office equipment and systems are operational and appropriately serviced.
- Manage the distribution, tracking, and return of SOS property and assets (e.g., credit cards, keys, uniforms).
- Maintain SOS automobile records, insurance, and maintenance schedules.
- Oversee provincial office property management and ownership compliance requirements.
- Manage courier accounts, mailing systems, postage equipment, and related procedures.
- Respond to general inquiries and receive visitors on behalf of SOS.
- Coordinate facility bookings, accommodations, and hosting arrangements for provincial meetings, workshops, and events.
- Arrange staff travel, including accommodations and vehicle rentals, as required.
- Coordinate meeting room bookings and maintain office schedules.
- Coordinate registration and accommodation logistics for the Annual General Meeting.
- Provide general administrative support to provincial staff as required.

## Finance

- Maintain accounts payable, accounts receivable, and general ledgers.
- Prepare invoices, issue cheques, process deposits, and complete monthly bank reconciliations.
- Produce monthly reconciliations, financial statements, and quarterly financial reports.
- Prepare and submit GST reports and filings to the Canada Revenue Agency for provincial and community accounts.
- Ensure timely submission of community financial reports and receipts; provide internal audit support to community programs.
- Maintain accurate financial records in accordance with the approved annual budget.
- Prepare documentation and materials required for the annual external audit.

## 3. Required Knowledge Skills and Abilities

The following requirements are representative, though not all-inclusive, of the knowledge, skills, and abilities required to perform this role. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

### **Position Requirements**

- Familiarity with office operations and procedures in a business or association management environment.
- Strong knowledge of accounting policies and procedures, particularly within a charitable or non-profit context.
- Proficiency with software systems, including accounting software (Sage), Google Workspace, and database applications.
- Working knowledge of online media tools, including website content management and social media platforms.
- Strong analytical, organizational, and problem-solving skills.
- Demonstrated commitment to teamwork and collaboration.
- Proven initiative and ability to contribute positively within a team-oriented environment.

### **Education and Experience**

- Completion of a recognized bookkeeping or general accounting program.
- Post-secondary education in business, finance, or management considered an asset.
- One to three years of relevant professional experience.

### **General Requirements**

- ☒ Strong administrative and financial management skills.
- ☒ Proficiency with computer applications, particularly spreadsheets and database systems.
- ☒ Analytical mindset with basic research and evaluation skills.
- ☒ Self-motivated and capable of working independently with minimal supervision.
- ☒ Ability to work closely with senior leaders, Board members, and external stakeholders as a key member of the organizational leadership team.
- ☒ Valid Saskatchewan driver's license.
- ☒ Experience in the not-for-profit sector is an asset.

Additionally, the candidate needs to have an understanding of the vision, mission, and values which are the primary focuses of Special Olympics Saskatchewan and the candidate needs to demonstrate compassion to the membership Special Olympics Saskatchewan serves.

### **Work Environment**

|   |              |                  |     |            |                          |
|---|--------------|------------------|-----|------------|--------------------------|
| Special Position                            | Description: | Olympics Finance | and | Operations | Saskatchewan Coordinator |
| Date of review & last updated: January 2026 |              |                  |     |            |                          |

While performing the duties of this position, typically office and administrative tasks make up the majority of the work. Weekend and evening work is required to maintain programs and meet the needs of the organizational membership. Travel is required periodically to be present among the communities delivering Special Olympics programs, fundraising events and organizational meetings.

## **Relationships**

- The Finance and Operations Coordinator reports directly to the Executive Director and works very closely with and in support of other provincial office staff.
- The Finance and Operations Coordinator liaises closely with and in support of SOS Community volunteers, and in cooperation with external stakeholders as required.

*This position description is intended to convey information essential to understanding the scope of the role and the general nature and level of work performed by this position within the organization. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with this position. Management may amend description from time to time as required to suit growth and changes in the organization.*

To apply, send a cover letter and resume to Rhae-Ann Holoien, Executive Director, at [r.holoien@specialolympics.sk.ca](mailto:r.holoien@specialolympics.sk.ca) by February 10, 2026.