



## GOLF MANITOBA DIRECTOR OF ADMINISTRATION JOB DESCRIPTION

### POSITION SUMMARY

*The Director of Administration will provide support for the implementation of Golf Manitoba's programs by:*

- Ensuring daily, monthly and annual reporting of all budget plans.
- Overseeing the day-to-day accounting, budgeting and cash management.
- Interfacing with organizations with similar interests and providing a variety of member services.
- Provide administrative support to Golf Manitoba and its staff with a focus on volunteer and tournament management and member services.

### *Job Details*

- 35 hours/week Monday – Friday 830am-430pm
- Proposed start date: April 1, 2019

### DUTIES & RESPONSIBILITIES

*Designate approximately fifty percent (50%) of work time towards the fiscal management of Golf Manitoba, Manitoba Golf Scholarship Fund and Manitoba Golf Hall of Fame Funds:*

#### ***Financial Management***

- Develop an annual budget in conjunction with the Executive Director and Finance Chair for submission to the Board
- Maintain the accounting and financial records and ensure standard accounting procedures are adhered to
- Present comparative internal financial reports to the Board at least on a semi-annual basis
- Be responsible for the cash management of the revenues and expenditures including all banking activities
- Be responsible, in conjunction with the Executive Director and Finance Chair for short and long-term investments of funds
- Prepare and submit grant applications to Golf Canada and Sport MB or other agencies as required for annual funding
  - i. Ensure all post event reports related to grant applications are completed and submitted within the timelines indicated
- Develop, implement, administer and monitor procedures and related internal controls to minimize exposure to:
  - i. Destruction/loss of assets
  - ii. Law suits
  - iii. Production interruptions due to computer failure
- Maintain adequate insurance coverage for Golf Manitoba
- Work with the auditors in the development of annual audited statements for all applicable funds
- Review expenditures prior to obtaining co-sign cheques
- Post all transactions to the general ledger
- Be responsible for follow up and collection of all outstanding debts and receivables.
- Ensure filing all statements to proper accounts
- Prepare & process bank deposits and reconciliations
- Establish, monitor and revise (when required) procedures to exercise controls over receipts and disbursements
- Initiate improvements to accounting, financial reporting and budgeting policies, procedures, systems and controls as required

## **Administration**

Designate approximately fifty percent (50%) of work time towards the administration of Golf Manitoba:

### *Office Operations*

- Maintain the operation of the Golf Manitoba office on a day-to-day basis, ensuring that workflow is efficient and effective
- Coordinate history and archives activities
- Ensure all files and records are maintained and disposed of as per appropriate procedures
- Ensure control over the inventory of goods and assets belonging to Golf Manitoba is maintained
- Retain and control the use of any equipment and property owned by Golf Manitoba
- File an Annual Return on behalf of all funds pursuant to the *Manitoba Corporations Act*

### *Tournament Administration*

- Assist with office activities related to conducting provincial tournaments
- Process all on line transactions through the Blue Golf On-line Tournament Administration system
- Process reports for payments and general ledger posting to the appropriate accounts in Simply Accounting
- Process manual competitor registrations in Blue Golf and Simply Accounting
- Edit player data information in Blue Golf
- Develop the annual Golf Manitoba Women's and Men's poster and entry forms
- Arrange necessary accommodations for volunteers and staff

### *Volunteer Management*

- Continually maintain the volunteer database.
- Be active with the Volunteer Committee to provide insight on day to day volunteer activities
- Communicate all volunteer relative material
- Promote and encourage individuals in becoming a volunteer for Golf Manitoba's various activities
- Annually prepare and maintain tournament volunteer schedule

### *Membership*

- Interact with Golf Canada on joint membership issues. These will include but not be limited to:
  - i. Prepare reports for dues submission and submit membership numbers and payment accordingly
  - ii. Liaise with Golf Canada on their National Public Player Program which includes annual updating of membership numbers and processing payments received into appropriate accounts
  - iii. Coordinate and prepare packages being sent to clubs
- Interact with Golf Manitoba member clubs on membership issues which will include but not be limited to:
  - i. Ensure signed annual membership agreements are received from all member clubs/leagues/groups by due date and invoice clubs accordingly
  - ii. Track membership information including monies received
  - iii. Prepare membership payment form for processing revenue into Simply Accounting.
  - iv. Issue Club verification reports annually to clubs
- Active on the Membership Committee to provide insight on day to day membership issues

### *Teams*

- Prepare Team information packages and communicate event entry forms for quota players
- Book accommodations for provincial teams attending national championships
- Coordinate the team uniforms/equipment for distribution
- Communicate provincial team information to the Golf Canada office

### *Communications/Miscellaneous*

- Assist with updating annual Golf Manitoba magazine
- Assist with communication and coordination of the Golf Manitoba Annual General Meeting and Spring Information Meeting
- Develop and manage annual mailing schedule

## **QUALIFICATIONS**

### *Education & Experience*

- A post-secondary education from an accredited college or university in business with a focus on finance and accounting – or equivalent experience
- Minimum 3 years of experience in an accounting/finance role
- Experience in sport administration would be considered an asset

### *Skills & Abilities*

- Proficient in Microsoft Office applications and Simply Accounting required
- Excellent interpersonal and communication skills
- Ability to organize and plan complex administrative and managerial work
- Must exhibit professionalism and diplomacy
- Must exhibit a high degree of initiative and responsibility
- Must be able to work flexible hours, including some weekends and evenings
- Knowledge of the game of golf considered an asset
- Experience in working with volunteers, governing Board of Directors, working with not-for-profit organization considered an asset

## **NEXT STEPS**

If you thrive in a face paced, consensus driven and results oriented environment – if you think this position may have potential for you – please send us your:

### **1. Cover letter**

In your cover letter, please (briefly) outline the following 3 items:

- i. Relevant work experience
- ii. Based on the qualifications – why you are a good match for this role?
- iii. Remuneration expectations

### **2. Resume**

Kindly address your application to Jared Ladobruk, Executive Director, Golf Manitoba at: [jared@golymb.ca](mailto:jared@golymb.ca)

Please note that all applications will be held in the strictest of confidence.

**This posting closes March 8, 2019.**