

United Dartmouth Football Club
75 MacDonald Ave (Unit 4)
Dartmouth, NS, B3B 1T8
udfc.ca
info@udfc.ca
902-404-8332



MANAGER, ADMINISTRATION & FINANCE

Position: Manager, Administration & Finance, United DFC

Position Type: Full-Time

Date Posted: June 16th, 2025

Application Deadline: June 29th, 2025, at 11:59pm

Expected Start Date: Dependant of candidate availability

Salary: To commensurate with qualifications and experience

What is United Dartmouth Football Club? Key Facts

- **Established** in 2018 through the merger of four Harbour East clubs—Cole Harbour SC, Eastern Passage SC, Dartmouth United SC, and Dartmouth FC—to unify resources and talent.
- **Membership & scale:** With a strong membership base of over 2,700 players, United DFC ranks among the most significant youth sports clubs in Eastern Canada.
- **Mission and values:** The club promotes lifelong soccer participation, accountability, accessibility, excellence, and respect within the sport and broader community.

Role Overview

The Manager, Administration & Finance (MAF) reports to the Executive Director and is guided by organizational strategy. The MAF is accountable for all aspects of day-to-day financial and administrative operations of the club. The MAF manages a team of administration staff who collaborate with the soccer development department, volunteer coaches, managers, external vendors, and members to administer the delivery of club programming and ensure club financial and administrative operations run smoothly. This position is the senior position within the administration department of the club, and responsible for liaising with members and external partners on matters pertaining to the administration of club programming and financial sustainability of our organization.

This role is about championing club values while working with people - our staff, volunteers, members and their families, as well as other clubs and organizations. The successful candidate will be facilitative, collaborative, with strong planning and communication skills, and a thorough understanding of accounting principles. This role is made up of two major functions: 60% of the role requires the MAF assume the internal bookkeeping functions and responsibilities, with the other 40% of the responsibilities tied to supporting the administration staff in their tasks as it pertains to their individual goals, directed by organizational need and strategy.

This is a dynamic environment, and the successful candidate will need to be adaptable, flexible and collaborative. Due to the nature of the business the MAF is required to be in the office, with possibility of hybrid work during the slower periods of the year.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Key Accounting Responsibilities

- Maintain and update financial records using QuickBooks.
- Support the development and implementation of appropriate financial systems, procedures and internal controls to support the efficient and effective operation of the club.
- Ensure that the organization's insurance policies are up to date and meet operational needs.
- Administer organizational payroll.
- Reconcile daily sales from the point-of-sale system (Square), manage petty cash, and prepare deposits as required.
- Generate financial reports from the PoS system (Square) as requested by management or stakeholders to provide insights into the club's financial performance.
- Generate registration reports from the registration platform (RAMP) to support program evaluation and planning.
- Assist with accounts receivable: track outstanding invoices, follow up on overdue payments, and reconcile balances.
- Process accounts payable, including mailing payments and organizing physical records (cheques, Visa statements, paid invoices) at the club office.
- Maintain communication with vendors and clients regarding payment inquiries and discrepancies.
- Reconcile bank and credit card statements and monitor cash flow.
- Track volunteer stipends awarded and used throughout the season.
- Support the development and monitoring of the club's annual operating budget.
- Prepare monthly and quarterly financial summaries for the Executive Director and Board of Directors.
- Prepare supporting documentation and schedules for external financial reviews or audits.
- Support year-end financial statement preparation.
- Ensure financial practices align with non-profit requirements, including HST returns and grant reporting.
- Maintain confidentiality and integrity in handling sensitive financial information.
- Provide general administrative support to the finance committee, including filing, organizing documents and responding to inquiries.

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Organizational Duties

- Establish and maintain appropriate relationships and good standing with our Membership and Soccer Nova Scotia.
- Support the development and impact of the administration staff, ensuring tasks are completed in an efficient and timely manner where staff feel empowered to own their processes.
- At busy times of the year jump in and support staff in completion of tasks in a timely manner on items pertaining but not limited to: registration, membership communications and marketing, inventory management, safe sport tracking and reporting, onboarding of managers, administrative support of coaches, scheduling, and connecting with external partners.
- Shared responsibility for a clean, organized and respectful work environment.
- Support the ED in the development and review of the UDFC HR booklet.
- Support the ED in the development, implementation, and evaluation of a club wide operational plan.
- When needed, report to the Finance Committee or Board of Directors.
- Maintain a clear criminal record and vulnerable sector check.
- Other tasks as required.

PREFERRED QUALIFICATIONS

We are seeking a candidate with a minimum of an undergraduate degree, or equivalent education, experience and skills in the following areas:

- Diploma or certificate in accounting, bookkeeping, or a related field; equivalent experience will be considered.
- 2+ years of experience in bookkeeping or finance administration, ideally in a non-profit or community organization.
- Experience leading and supporting teams in a professional setting (ex. team or project management).
- Experience in customer service environments.
- Proficiency in accounting software QuickBooks and Microsoft Excel.
- Familiarity with systems such as Square (PoS) and RAMP (registration) is an asset.
- High attention to detail and strong organizational skills with the ability to be flexible in workflow.
- Ability to manage responsibilities independently and meet deadlines.
- Strong communication and interpersonal skills.
- Commitment to confidentiality and ethical handling of financial information.

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What do you get by working with us?

- Opportunity to give back to the community and develop in the growing field of sport development.
- In-house mentorship and support.
- Health and dental benefits.
- Vacation time and personal days.