



Canadian Elite Basketball League

Position: Coordinator, Accounting

Title: Coordinator, Accounting

Reports to: President; Indirectly to Vice President, Operations

Location: Stoney Creek, ON

Employment Type: Full-Time, Permanent

About the Canadian Elite Basketball League (CEBL)

The CEBL is Canada's largest domestic professional sports league and one of the top basketball leagues in the world. Created by Canadians for Canadians, the CEBL is recognized by FIBA as a First Division Professional League Partner of Canada Basketball. With 10 teams across six provinces, national broadcast partnerships with TSN and CBC Sports, and a growing fan base of over 3.9 million, the league continues to set new standards for innovation, community connection, and entertainment.

Position Overview

The Coordinator, Accounting supports the CEBL's finance efforts by maintaining accurate financial records, managing cash flow, assisting with payroll, processing payments, reconciliations, and executive level reporting. This is a hands-on role suited for a detail-oriented, organized professional who thrives in a dynamic environment.

Key Responsibilities

- Prepare and issue invoices to partners and vendors - record and apply incoming payments in QuickBooks, and ensure accurate tracking of receivables and payables.
- Enter and code vendor invoices with appropriate GL classifications and approvals, and manage payment schedules while monitoring outstanding accounts.
- Work with senior management to prepare and maintain weekly cash flow reports and a 52-week rolling forecast to support financial planning and liquidity management.
- Perform monthly reconciliations for bank accounts, credit cards, and other balance sheet items to ensure accuracy and completeness of financial records.
- Support the preparation of year-end financial statements and assist with external accounting and audit processes as required.
- Prepare and file monthly HST and other statutory tax submissions, maintaining compliance with reporting timelines.
- Assist with payroll setup and bi-weekly processing for staff and players, ensuring accuracy and alignment with approved compensation structures.
- Other finance and administrative duties as assigned.

Qualifications

- Minimum 3 years of bookkeeping / accounting experience
- Proficient in QuickBooks Online, Excel, and Google Workspace
- Strong attention to detail and accuracy
- Diploma or degree in Accounting, Business, or a related field



- CPA designation or in progress considered an asset

Work Environment

- Based at the CEBL Head Office in Stoney Creek, Ontario
- Monday to Friday with occasional flexibility (evenings/weekends) required during busy operational periods

Compensation and Benefits

- Competitive salary and benefits

Application Deadline: October 31, 2025

Anticipated Start Date: November 15, 2025

How to Apply?

- Submit your resume and cover letter to **careers@cebl.ca** with the subject line **“Coordinator, Accounting.”** We thank all applicants for their interest; only those selected for interviews will be contacted.