

Oakville Soccer Club

Job Posting



Accounting & Payroll Specialist

Full-Time | \$55,000–\$65,000 Annually

Looking for an opportunity to put your financial skills to work in a dynamic, community-focused organization?

Oakville Soccer Club (OSC) is one of Canada's largest amateur soccer clubs, supporting thousands of players, families, coaches, and staff each year. Behind everything we do is a dedicated team of professionals who care about their work, their colleagues, and the community we serve.

We're looking for an organized, detail-oriented, and motivated **Accounting & Payroll Specialist** to join our team!

The Opportunity

Reporting to the Director of Finance, you'll play an important role in keeping our day-to-day financial operations running smoothly. From coordinating payroll and reconciling financial transactions to supporting our members with payment arrangements, this is a varied, hands-on position where accuracy, initiative, and a willingness to learn are key.

What You'll Be Doing

- Coordinate and process biweekly, monthly, and seasonal payroll using Payworks, maintaining accurate employee records and supporting payroll reporting and compliance.
- Complete daily sales reconciliations, ensuring transactions and payments are accurately recorded.
- Perform bank reconciliations and investigate discrepancies.
- Assist with the annual audit process.
- Support accounts payable and accounts receivable functions, including invoice processing, payments, and account follow-up.
- Administer member fee assistance programs, payment plans, and refunds.
- Maintain accurate financial records and support month-end close, financial reporting and other accounting activities.
- Work collaboratively with the Director of Finance and other departments to support the Club's financial operations.
- Other duties and ad-hoc projects as assigned.

What You'll Bring

- 3–5 years of experience in accounting, bookkeeping, or finance.
- Experience processing payroll. Proficiency with Payworks is considered an asset.
- Post-secondary education in accounting, finance, or a related field is preferred, or an equivalent combination of education and experience.
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities and deadlines.
- Strong Microsoft Excel skills and experience working with accounting and/or financial software.

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- A high level of professionalism, discretion, and care when handling confidential information.
- Strong communication and problem-solving skills, with a positive, collaborative approach.
- A willingness to learn new systems and processes and take ownership of responsibilities.

Why Work at OSC?

As a large and dynamic organization, OSC offers the opportunity to gain valuable experience, develop new skills, and grow professionally. With a wide range of programs and operations, there's always something new to learn and opportunities to expand your knowledge and experience.

Here's what you can look forward to:

- Competitive compensation: \$55,000–\$65,000 annually, based on experience.
- Comprehensive benefits: Employer-paid health and dental coverage.
- RRSP matching program: Helping you invest in your future.
- Vacation: Time to recharge and enjoy life outside of work.
- Flexible work hours: Because we recognize the importance of work-life balance.
- Collaborative Work Environment: Be part of a dedicated team working together to support the Club and the community we serve.

This is a full-time position (37.5 hours per week), primarily based at the Pine Glen Soccer Centre in Oakville, with occasional opportunities to work remotely.

Interested?

If this sounds like the right opportunity for you, we'd love to hear from you!

Please send your resume and a brief cover letter sharing why you feel you'd be a great fit for Oakville Soccer Club to employment@oakvillesoccer.ca by **November 1, 2026**.

Oakville Soccer Club is an equal opportunity employer committed to fostering an inclusive and accessible workplace. We welcome applications from all qualified individuals and are committed to providing accommodations for applicants with disabilities throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Applicants requiring accommodation are encouraged to advise us so that appropriate arrangements can be made.