

Job Opportunity: Administration and Finance Coordinator

Location: Edmonton, AB

Position Type: Coordinator

Are you detail-oriented and confident with numbers? Do you enjoy keeping things organized and making sure nothing slips through the cracks? We're looking for an **Administration and Finance Coordinator** to join our team at **Special Olympics Alberta**.

In this role, your main focus will be on **basic accounting entry and administrative support** - from processing donations and reconciling expenses to managing records, correspondence, and grant applications. Your accuracy and organizational skills will help ensure smooth operations and strong accountability across our programs, while also supporting the fundraising efforts that drive our mission.

What You'll Do

- Process donations, prepare bank deposits, and issue tax receipts.
- Reconcile company administration expenses and assist with monthly reporting.
- Provide administrative support: manage incoming mail, respond to general inquiries, and coordinate insurance documentation.
- Support grant writing, sponsorship outreach, and silent auction tracking.
- Assist with gaming requirements (raffle licences, casino paperwork, online platforms).
- Help track and report event revenue and expenses.
- Contribute to SOA initiatives such as the Annual Affiliate Conference, staff retreat, volunteer appreciation, and fundraising opportunities.

What You Bring

- Experience in administrative support with a basic knowledge of accounting processes.
- Strong organizational skills and attention to detail.
- Comfort managing priorities and balancing a deadline-driven workload.
- Excellent interpersonal and communication skills for working with staff, affiliates, and volunteers.
- Computer skills with advanced knowledge of Microsoft Office (including Teams).
- A willingness to adapt, learn, and take initiative.

The Details

- Occasional evenings and weekends required.
- Some travel throughout Alberta (valid AB driver's license and vehicle required).
- Work as part of a supportive, province-wide team passionate about making sport inclusive and impactful.

Why Join Us?

At Special Olympics Alberta, every receipt you prepare and every record you keep contributes to a bigger purpose: helping athletes with intellectual disabilities train, compete, and thrive. If you're organized, detail-driven, and excited to support both administration and finance in a non-profit setting, we'd love to hear from you!

Apply today and help us change lives through the power of sport.

Apply Now: [Administration and Finance Coordinator - Edmonton, AB T5B 1R1 - Indeed.com](#)