



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Accounting Assistant

We're looking for an Accounting Assistant and we're hoping that person is you! Now it is an exciting time to join our growing company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now entering our 61st season, the Arts Club offers the best in professional theatre and has staged over 650 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the x^wməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer—hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.

- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

Reporting to the Senior Director of Finance, the Accounting Assistant is responsible for day-to-day transactional data entry. They prepare & enter transactions and assist with month-end reconciliations. As a member of the Finance Department, they provide support and assistance to Arts Club departments/team members with financial matters.

DUTIES AND RESPONSIBILITIES

- Enter accounts payable, employee expense reports.
- Coordinate with production team and track timing for payments of royalties, per diems, and contract fees to designers, techs, co-production agreements, etc.
- Coordinate with artistic team for contract payments for directors, auditions, etc.
- Keep track of updated remittance information for contract workers and vendors with a keen eye for phishing attempts and verification procedures.
- Manage timeline of recurring payments (rent, strata, etc.)
- Pay invoices/contracts via cheque, direct deposit or wire transfer in a timely manner.
- Enter and reconciles corporate credit card expenses.
- Record daily sales transactions from Tessitura.
- Prepare online & cheque bank deposits.
- Assist with account and month end reconciliations.
- Assist production team with show reconciliations.
- Payroll processing & posting back up as required.
- Assist with year-end audit.
- Other duties as assigned.

SKILLS AND COMPETENCIES

- Proficient in MS Office Suite, specifically Excel.
- A team player with a high level of attention to detail and focus.
- Ability to manage multiple priorities simultaneously in a fast-paced, deadline driven environment.
- Excellent verbal and written communication skills.

QUALIFICATIONS

- Minimum of two (2) years' experience working in an accounting/bookkeeping role or the equivalent combination of education and experience.
- Experience working with accounting software such as Sage 50, Quickbooks or similar.
- Formal accounting or bookkeeping certificate or enrollment in a recognized accounting program is recommended, but not required.

BENEFITS

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD& D & LTD Insurance
- Vacation: Starting with 15 days per year.
- 10 paid sick days or personal days off.
- In addition to statutory holidays, the Arts Club is closed in Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

ADDITIONAL DETAILS

Employment Type: Permanent, full-time, on-site (Monday-Friday 9:00 am - 5:00 pm)

Salary: \$42,000 – \$47,000 per annum (depending on experience and skills)

Start date: As soon as possible.

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com, with the subject: **Accounting Assistant**– Arts Club Theatre Company.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: Open until filled.

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".