



JOB POSTING

Accounting Assistant

Deadline: October 24, 2021

The Arts Club Theatre Company is Canada's largest not-for-profit urban theatre company. The Arts Club offers professional live theatre at three venues, as well as on tour throughout the province. Arts Club Theatre Company offices, rehearsal halls, workshops, and theatres are all located on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

Reporting to the Accountant, the Accounting Assistant is responsible for the day to day accounting duties of the company. The successful candidate will be process driven and a team player with a high attention to detail.

DUTIES AND RESPONSIBILITIES

These include the following:

- Recording of daily sales transactions
- Preparing bank deposits
- Posting invoices and expenses for payment and processing payments
- Recording sales invoices and payments
- Preparing artists' payments as per contracts and calculating deductions
- Preparing account reconciliations as directed by the Accountant
- Payroll backup as required

QUALIFICATIONS AND EXPERIENCE

- Two years experience working as an accountant or bookkeeper
- Enrolment in a recognized accounting program

SKILLS AND COMPETENCIES

Start date: TBD

Salary: \$48,000 per annum with extended health benefits (after 3 months)

Employment Type: Permanent Full Time

To Apply: Email your cover letter and resume to humanresources@artsclub.com

Application Deadline: October 24, 2021

We thank all who express interest in this position; however, only those selected for an interview will be contacted.

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.

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.