



JOB POSTING

FINANCE & ADMINISTRATION COORDINATOR

Employment Type: Part-time, permanent employee

Start Date: June 4

Hours: Varying throughout contract. Estimated average of 20 hours per week throughout most of the contract, except it would be full time in September and October. May involve evenings and weekends, especially during the festival.

Reporting to: Finance & Human Resources Director

Supervising: N/A

Salary/fee: Commensurate with experience

The Calgary International Film Festival's Mission

To entertain and engage audiences by curating the most innovative and compelling films, and creating remarkable festival experiences.

The festival is a 12-day showcase of up to 200 multi-genre films from Canada and over 40 other countries, hosting gala events, screenings, award ceremonies and special presentations. Additionally, the festival co-presents other programs, such as Doc Soup, throughout the year.

Role

The Finance & Administration Coordinator provides comprehensive support related to financial and Human Resource matters, and overall office administration. Additionally, during the festival the Finance & Administration Coordinator acts as the 'Festival Banker'.

Responsibilities include:

Finance

- General bookkeeping, including (but not limited to):
 - Ensure correct expense coding
 - Perform all routine banking, including bank deposits and reconciliation
 - Process and track accounts payable/receivable; resolve billing issues
 - Issue cheques on time and accurately
 - Ensure cash receipts and expenses include necessary back up
 - Process refunds as needed
 - Process purchase orders in a timely manner; track outstanding POs
- Prepare and distribute monthly interim financial reports for internal review by department heads
- Assist with preparation of quarterly financial statements
- Assist with preparation of all routine Canada Revenue Agency business
- Prepare and submit AGLC bingo & casino final reports
- Assist with preparation of financial sections of all other applications and final reports as required
- Support the year-end audit with the external auditor
- As Festival Banker:
 - Help implement appropriate controls to safeguard and accurately track cash revenues generated by front line sales (box office and bar)
 - Assist in training front line sales staff and volunteers regarding cash handling, cash out, sales/attendance reporting, etc., as requested
 - Arrange, distribute, replenish and track floats

- Review and verify (after Box Office Coordinator and bartender supervisor) that all cash outs are complete, accurate and reconcile with reported sales; flag any discrepancies or concerns
- Pull cash and make bank deposits daily, and more often as necessary, while also ensuring safe and appropriate storage of cash in the interim
- Be on-site throughout the festival to perform the above functions
- Assist with reconciliation of all sales to bank and accounting records, as well as the ticketing platform, at the conclusion of the festival

Human Resources

- Provide general support to the Finance & HR Director for the following:
 - Update HR management documents (org chart, staff list, etc.)
 - Support orientation, on-boarding and off-boarding of staff
 - Data entry for new staff into the payroll system (ADP)
 - Assist with completeness of employee files; file documents accordingly
 - Word processing and updates of policy documents as needed

Office Administration

- Reception*:
 - Greet and assist all visitors in a professional and courteous manner, routing them to the appropriate person
 - Answer all incoming calls in a professional manner and transfer them to the appropriate person. Answer questions as needed
 - Update the greeting message on the main phone line as necessary
 - Monitor the general email inbox daily and forward messages to the appropriate person, or answer queries as appropriate
 - Check the organization's mailbox daily and distribute/process mail accordingly
 - Coordinate incoming and outgoing mail/couriers
 - Office space*:
 - Support Director regarding the landlord and general building matters
 - Monitor office supplies and order materials as appropriate and within budget
 - Monitor the maintenance needs of office equipment (photocopier, etc.)
 - Coordinate cleaning, and proper disposal of sensitive and non-sensitive material
 - Coordinate door codes
 - Research and source office equipment and furnishings as requested
 - Arrange and coordinate administrative support services provided by external vendors (e.g. courier services)
 - Support office I/T, including phones, internet, server, backup, user accounts (Google, etc.), master list of accounts and passwords
 - Ensure the office space is clean and tidy
- *Delegate to seasonal admin support person, as feasible*

General

- Support team members with administrative functions as required
- Routine word processing and data entry, as requested
- Support any in-office volunteers working within the department
- Support delivery of intra-office communications systems/platforms as required; such as phones and internet; and maintaining digital file system (e.g. Google Drive)
- Contribute to annual departmental post-mortem process
- Provide detailed post mortem notes and archived files (hard and electronic) relevant to the position and the work accomplished annually

Qualifications:

- Outstanding collaborator and team player
- Demonstrated experience in not-for-profit bookkeeping is essential
- Completed formal education in accounting and/or other financial certificates, considered an asset
- Outstanding customer service skills
- Strong verbal and written communication skills, including comfortable communication with customers, supervisors, peers, sponsors, VIPs, etc.
- Proven proficiency in general personal computer applications such as Microsoft Suite, particularly Excel (Mac or PC formats)
- Strong sense of professionalism and extreme attention to detail
- Excellent reasoning, decision making and problem solving
- Reliable, hardworking and resourceful
- Ability to organize, multitask, and work under pressure
- The following are considered assets:
 - Experience with Sage Accounting software
 - Experience in Human Resource administration, including payroll and benefits
 - Experience with ADP payroll software
 - Experience with Google Suite
 - Experience with ticketing software
 - Knowledge of database systems

To Apply

Email a resume and cover letter **in a single document** to hr@calgaryfilm.com **no later than 4:30 pm, Tuesday, May 15, 2018**. Please use "Finance & Administration Coordinator" as the email subject line. We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please.