

Production Finance Associate

Theatre Calgary is seeking a part time Production Finance Coordinator to provide day-to-day support to the production department in tasks related to Finance/Accounting needs. The role will have a strong emphasis on accounts payable and an understanding of weekly payroll and union agreements would be an advantage.

Duties and responsibilities

- Process accounts payable invoices for production to ensure timely payment and maintain exceptional relationships with our suppliers.
- Management of artists contracts to ensure completeness and timely payment in line with terms of the contract
- Manage relationships with unions and ensure correct union deductions from production employees and contractors and timely payment of dues to multiple union organisations.
- Processing of Weekly Hourly payroll for production employees
- Assist production team in the management, processing and reconciliation of company credit cards and personal expenses.
- Assist with Purchase order creation and tracking
- Work closely with the Senior Accountant and Finance Administrator to complete vendor pay runs and send remittances in a timely manner.
- Provide support to the Senior Accountant and Finance Administrator when necessary.
- Ad hoc reporting and historical information as required by the production department.

Experience and Qualifications

- Previous Accounts Payable Experience
- Experience with reconciliations
- Previous Payroll experience considered an asset.
- Quickbooks, Xero, Hubdoc and Plooto
- Strong Microsoft Excel Skills
- Theatre experience a benefit

Working conditions

20 hours per week with opportunity for additional hours during busy periods.

Physical requirements

This job requires long periods of sitting.

Salary and Benefits

Pay - \$20.00– 22.00 per hour

About Theatre Calgary

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary encourages applications from our diverse community. Theatre Calgary is committed to equity, diversity, and inclusion. We recognize that increasing the diversity of our staff, on all levels, is integral to accomplishing this objective. We are creating policies, practices, and programs that work toward the goal of dismantling systemic racism. We welcome all applications from women and gender nonconforming people, people of color, indigenous peoples, people with disabilities, people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.

Please submit applications to: Careers@theatrecalgary.com

We thank all those expressing interest in the role but only those selected for interview will be contacted.

Closing Date for Applications: 30th September 2021

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