

# Bookkeeper

(Permanent, Full-time)

*We acknowledge that the land we gather on, Moh'kinsstis, is the ancestral territory of the Siksikaitsitapi—the Blackfoot people—comprising the Siksika, Kainai, and Piikani Nations, as well as Treaty 7 signatories, the Tsuut'ina Nation, and the Îyâxe Nakoda Bearspaw, Chiniki, and Wesley First Nations. Today this land is home to the Metis of region 3 as well as many First Nations and Inuit people's from across Turtle Island.*

*We acknowledge that there has been art, music, dance, storytelling, and ceremony on this land since time immemorial and it is in the spirit of this land and its people that we do our work.*

## Employment Equity Statement

Calgary Arts Development is an equal opportunity employer and employs people without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, physical, and/or mental abilities.

While remaining alert and sensitive to the issue of fair and equitable treatment for all, Calgary Arts Development has a special concern with the participation and advancement of members of designated groups that have traditionally been disadvantaged in employment: Indigenous, Black, people of colour, immigrants and newcomers, persons with physical or mental disabilities, and members of the 2SLGBTQIAP+ community.

We are currently working remotely to reduce the risk of COVID-19 contact for our staff, but it is important to note that our office in the Burns Building downtown is unfortunately not fully accessible in the following ways:

- The Burns Building is not fully wheelchair accessible.
- We do not have accessible or gender-neutral washrooms—the closest are in Arts Commons.
- We are not presently equipped with technology that supports those with hearing or visual impairments.

While we seek to rectify this in the future, we feel it is important to be transparent about the limitations of our current facilities.

## Who Are We?

Calgary Arts Development is our city's designated arts development authority. We provide grant investments to hundreds of arts organizations, individual artists, and groups. We value relationships, generosity, reciprocity, plain language, and curiosity.

We believe the arts have the power to build our city. Through the arts development strategy, *Living a Creative Life*, our vision is a creative, connected, prosperous Calgary where every resident has the opportunity to live a creative life. We foster a sustainable and resilient arts sector, and support arts-led city building.

Strong relationships are central to our work, and will be particularly central to this role. We honour artists and believe that art is a critical component that benefits the public good. We welcome new introductions and partnerships with artists and arts organizations as well as with others whose work may be outside the arts who are trying to make our city great through living a creative life.

Our team has been working towards creating shared environments where all people can feel safe, heard, and validated. A sensitivity to the lived experiences of diverse, marginalized, and equity-seeking people is very important as we continue valuing equity, diversity, inclusion, and accessibility in all aspects of our work.

## The Role

We are recruiting a bookkeeper to join our team. This is a modification of an existing position, which has previously been a part of the Executive Assistant's work but is growing in scope as the company grows to accommodate the acquisition of Public Art into Calgary Arts Development.

This position is responsible for handling all daily financial transactions, bookkeeping, payroll, tax remittance, financial report generating, and supporting and driving the operational ecosystem of Calgary Arts Development.

This role will also work toward embedding the values of equity, diversity, inclusion, and accessibility in all relationships and processes related to this position. This includes Truth and Reconciliation, and right relations with First Nations, Métis, and Inuit communities in Treaty 7 territory.

### **Accountabilities:**

- Daily bookkeeping, including processing and tracking all accounts payable and accounts receivable transactions, account reconciliation, payroll management
- Group health benefits and RRSP management
- Collecting/tracking resources for the annual financial audit
- Working with the controller to ensure up-to-date financial books, and prepare financial materials for board meetings
- Working with the general manager and executive assistant to maintain a supportive work environment with well managed, available resources for the entire Calgary Arts Development team
- Filing and preparing tax forms, including payroll remittances and GST
- Tracking of public art budget expenditures by projects, often as multi-year projects
- Allocating the financial expenses of hours public art team members and contractors spend on capital projects
- Assisting with the development of public art reporting for the Calgary Arts Development board and the City of Calgary
- Ensuring capital projects meet trade agreement requirements

## **Who Are You?**

For this position, we are looking for someone who is passionate about the Calgary arts community, and enjoys working with people, numbers, and financial transactions.

You are highly organized, detail oriented, and self-motivated in your work. You've held a role like this in the past and are comfortable juggling multiple tasks simultaneously, identifying priorities, and ensuring those you work with have all the details they need to be successful in their work. This is the kind of work that you enjoy and take pride in doing.

You are committed to growing your awareness of equity, diversity, inclusion, and accessibility and want to ensure that our systems reflect those values, but this is not new work for you.

**You're not all things to all people, but you're probably already a few of these things:**

- You are passionate about working with people, and interested in building relationships
- You have experience with bookkeeping processes
- You have experience with Sage Accounting systems and are proficient at excel/google sheets
- You have experience with, or are familiar with, online banking systems such as RBC Express
- You are probably familiar with trade agreements and their financial requirements, such as the Western Canadian Trade Agreement
- You have strong technology and computer skills, are familiar with Mac and Windows environments, and can adapt quickly to using new software and processes
- You enjoy problem solving and troubleshooting to find solutions when situations arise
- You are comfortable multitasking, and working within tight deadlines
- You have a thorough and detail-oriented approach to your daily work-flow
- You are comfortable working in a collaborative and open work environment
- You are a self-starter who is adaptable working both independently and with a team
- You're a lifelong learner

If you see yourself in this opportunity, we would love to have a conversation with you. And if you're not sure, you can learn more about us by exploring our website at [calgaryartsdevelopment.com](http://calgaryartsdevelopment.com)

## How to Apply

Please indicate your interest by emailing [jointheteam@calgaryartsdevelopment.com](mailto:jointheteam@calgaryartsdevelopment.com) with your resume and cover letter. Please use the subject line: *Bookkeeper posting*.

In your cover letter, please answer the question *"What role do you believe the arts play in fostering diversity, equity, and inclusion?"*

If you would like to request application assistance, please contact [jointheteam@calgaryartsdevelopment.com](mailto:jointheteam@calgaryartsdevelopment.com) or call 403.264.5330 to arrange assistance. Details around application assistance are listed in detail below.

**We have extended the deadline for this posting. For best consideration apply by January 3, 2022. We are looking to fill this position in January, 2022, but our commitment to finding the right fit may require more time.**

**The starting annual salary of this role is \$50,000** in addition to a benefits package that includes health and dental coverage, and a matching RRSP program.

## Application Assistance

We recognize that the job application process can create barriers to access for many applicants who are interested in applying. Our job calls are written in English, shared online and require applicants to email their applications in English. This creates technological, linguistic, communication, and cultural barriers, to name a few.

In recognition of these barriers to access, eligible applicants can request assistance to help alleviate some of the costs associated with preparing and submitting a job application.

### WHO CAN REQUEST ASSISTANCE?

#### Individuals who self-identify as:

- An individual who is Deaf, hard of hearing, has a disability or is living with a mental illness.
- An individual facing language, geographic, or cultural barriers.

#### To receive assistance, you will need to provide:

- The name and contact information of someone who can help you (this could be a trusted friend or family member, or a professional service provider). We may be able to make recommendations depending on the service being requested.
- The amount you are requesting, including the service provider's hourly rate.

### TYPES OF ASSISTANCE

#### GENERAL TRANSCRIPTION OR EDITING SERVICES & ORGANIZING OF SUPPORT MATERIALS

- Applicants who identify barriers within the writing process directly due to a physical or learning disability or due to living with mental illness.
- **Maximum Contribution:** \$75

#### LANGUAGE TRANSLATION

- Applicants writing an application in another language who require translation into English, including American Sign Language.
- **Maximum Contribution:** \$150

### ASL INTERPRETATION

- Calgary Arts Development is able to make arrangements for reputable, in-person ASL interpreters for interviews, in consultation with the interviewee, and at no cost to the interviewee.

### INTERVIEW PARKING

- Applicants who must drive to an interview at our request are eligible to have their parking costs paid by Calgary Arts Development.
- **Maximum Contribution:** \$26 per interview, or the equivalent of the daily rate for parkades or parking meters that are close to the Calgary Arts Development office. *Please note that currently all interviews are being conducted via Zoom.*

### CHILDCARE

- Applicants who require childcare services in order to attend the interview are eligible to be reimbursed for those childcare expenses.