

# THE GRAND

## **The GRAND is hiring a part-time Finance Coordinator**

### **Why work at The GRAND?**

We are a non-profit presenting arts organization, seeking a **Finance Coordinator** to join our team of strategists, creative thinkers, artists and collaborators. Our team consists of players who love what they do and love to help others realize their goals. As we are preparing our facility for safe reopening, rebuilding our place in the community and our relationship with artists, there is ample opportunity to make a positive contribution to The GRAND's future. By striving to create a work culture that allows each team member to be at their best, we believe we can create a team that can accomplish any big goal and have fun doing it!

### **Who are we?**

The GRAND is Western Canada's oldest theatre and has contributed to Calgary's theatre and live performance communities in a myriad of ways for over 100 years. Today we are a non-profit organization committed to being the home of creative placemaking in Calgary. Our mission is to be a Culture House presenting high quality and thought-provoking art, creating diverse and inclusive experiences, and bringing together artists and audiences to invoke a new way of thinking, appreciating and being, which transforms the community.

We are dedicated to presenting art from all disciplines and a variety of perspectives, supporting local artists in presenting and mastering their craft, and creating memorable experiences for our audiences.

The GRAND is currently hiring in a number of important roles, bringing together a team of talented and committed people who are passionate about the arts and who value collaboration, teamwork, innovation, respect and integrity.

[Learn more about The GRAND at our website.](#)

### **Your expertise:**

1. **CLIENT SERVICE ORIENTATION:** dedicated to meeting the needs of the clients (community and artists) participating in programs at the GRAND
2. **FOCUS ON QUALITY AND DETAILS:** ensuring that tasks are completed with a focus on accuracy and quality.
3. **PLANNING AND ORGANIZING:** Solid organizational and planning skills.
4. **EFFECTIVE INTERACTIVE COMMUNICATION:** Ability to transmit and receive information clearly and communicate effectively to others both orally and written

5. RESULTS ORIENTED: Focuses on results to be achieved, promotes best practices, measures performance, and makes adjustments to improve both efficiency and effectiveness.

6. INFORMATION SEEKING: efficiently and effectively gather information, identify information required to clarify a situation, and seek information from appropriate sources.

**What you'll be doing:**

- Complete monthly reporting, which includes preparing reports for the board.
- Ensures financial records are maintained in compliance with accepted internal and external standards, policies, procedures.
- Liaises with executive director, directors, and program managers related to internal financial analysis and reporting.
- Preparing a bi-weekly cash forecast.
- Preparation of working papers and support for financial statements
- Complete year-end work that includes the following:
  - Prepare any working papers for year-end adjustments as well as any entries.
  - Enter any adjustments from the auditors once the audit is final.
  - Prepare charity information returns.
  - Prepare and file annual WCB returns.
- File quarterly Goods and Services Tax ("GST") returns with Canada Revenue Agency ("CRA").
- Prepare donation receipts as needed.
- Casino Events that include the following on an as needed basis:
  - Application for the casino license and send in supporting documents to the AGLC.
  - Prepare casino reporting.
  - Update the Directors on file with CRA, as necessary.
- Assistance with grant applications as needed.

Manage the following daily activities:

- Client correspondence and monitoring general email accounts.
- Process payroll and send out paystubs on a biweekly basis.
- Prepare payroll coding worksheets.
- Download invoices & bank statements and upload to electronic storage.
- Filing of mail at The Grand office.
- Process payments as needed either electronically or via cheque.
- Record bank and credit card transactions.
- Enter supplier invoices.
- Reconcile bank and credit cards.
- Issue invoices for renters & prepare deposits.

### **Educational Background:**

- A minimum of 3 years of related experience
- Prefer a working knowledge of not-for-profit accounting and accounting for registered charities.
- Previous experience in preparing financial statements
- Strong knowledge of end-to-end finance processes.
- Prefer experience with QuickBooks

### **Position Type:**

Reporting into the Executive Director, this is a coordinator position working part time at 30 hours per month.

**Salary: \$25-\$35 an hour depending on experience.**

### **Benefits:**

- Social and team building events
- Hybrid in-office and remote work possible
- Internal growth opportunities
- We will support you in creating the life you desire through your work!

### **Where you'll be working:**

The GRAND is situated on the land where the Bow River meets the Elbow River. The traditional Blackfoot name of this place is Mohkinstsis, which is also referred to as the City of Calgary. We honour and acknowledge Mohkinstsis and the traditional Treaty 7 territory and oral practices of the Blackfoot confederacy: Siksika, Kainai, Piikani, as well as the Iyârhe Nakoda and Tsuut'ina nations who also call this place home. We also acknowledge that this territory is home to the Métis Nation of Alberta, Region 3 within the historical Northwest Métis homeland.

This position will include hours worked in-office and at-home. In office work will take place in The GRAND building located at 608 1 St SW in Calgary, Alberta.

### **Ready to join our team?**

If you'd like to be part of a non-profit organization that is committed to being Calgary's Contemporary Culture House and fostering an environment where everyone feels welcome and respected, The GRAND is the place for you!

To apply, submit your detailed cover letter and resume in confidence to [jobs@thegrandyyc.ca](mailto:jobs@thegrandyyc.ca). Please include in the subject line: **Finance Coordinator**.

**The posting will remain open until the position is filled. Applications will be reviewed upon receipt.**

*We appreciate your interest in working with us, but only those applicants selected for interviews will be contacted.*

**We are an equal opportunity employer:**

The GRAND is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, ethnicity, indigeneity, gender, gender-identification, or sexual orientation. We encourage and welcome applicants of Indigenous heritage, applicants who identify as racialized, marginalized or disabled, people of colour or diverse cultural backgrounds. We endeavour to provide a culturally safe and supportive environment and have an existing work-place harassment policy with zero tolerance for harassment in all working environments.

The GRAND is committed to providing reasonable accommodations for persons with disabilities in all parts of the hiring process. The GRAND invites candidates who may require assistance during the application and/or hiring process, to let us know and we will work with them to meet their needs.