

Operations Accountant (AP full cycle)

The Calgary Philharmonic celebrated 65 years as a pillar of Calgary's vibrant arts community in 2020 and has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Calgary Phil presents classical standards, pop favourites, bold collaborations, and cutting-edge new works, and attracts world-renowned guest artists and dynamic conductors. In a typical Season, the Orchestra welcomes over 100,000 visitors to the concert hall and reaches audiences around the world through its free and accessible digital programming and live-stream initiative — an immersive, online concert experience that launched in 2017. Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram and Twitter, and register for email updates at calgaryphil.com/newsletter.

The Role

We are looking for an Operations Accountant to join our Finance team and support the organization in a wide range of financial, accounting, and administrative functions.

The Operations Accountant reports to the Director, Finance + Administration, and works collaboratively with the full administrative team.

Responsibilities

- Full cycle accounts payable administration
 - Receive invoices in various currencies and ensure accuracy
 - Receive employee expenses and reconcile corporate credit cards and ensure accuracy
 - Seek proper approvals and coding
 - Accurate entry into financial systems and issuance of online/cheque payments
 - Reconciliation of all accounts payable ledgers
- Cash management
 - Receive and record cash from all sources, deposit funds, and ensure accurate recording and tracking in accounting system
 - Ensure cash floats are available on concert nights
 - Maintain good cash flow practices
- Month end duties
 - Meet month end deadlines
 - Accrue and track expenses for invoices not yet received but for which services were provided
 - Ensure all assigned balance sheet accounts are reconciled
- Assist in projects related to finance and administration
- Keep accurate and complete records for audit purposes

Desired Qualifications

- 1 to 3 years of experience
- Quick Learner, coachable, collaborative, productive and efficient
- Demonstrated ability to work independently

- Highly organized and excellent time management
- Detail and deadline oriented
- Proactive and accountable

Additional Details

- This is a full-time position. Salary range is \$46,000 to \$52,750 annually.
- The Calgary Phil is trialling a hybrid remote work program until July 31, 2023. Employees who are eligible for this program can work up to three days/week from an appropriate remote location.
- As part of our full compensation package, Calgary Phil offers 3 weeks' vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, bonus days off, and other non-cash benefits
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Deadline: 4 August 2022

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Please send cover letter, resume, and salary expectations to:

Maria Lamas

Director, Finance + Administration

HR@calgaryphil.com with subject line 'Operations Accountant'

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such, encourages qualified candidates from a diverse range of backgrounds.

If you require an accommodation for the recruitment/interview process, please let us know so that we can work with you to accommodate your needs.

We thank you for your interest in the Calgary Philharmonic Orchestra. Only successful candidates will be contacted.