



JOB DESCRIPTION

PRODUCTION AND PAYROLL ACCOUNTANT

Theatre Calgary is seeking a part time Production and Payroll Accountant to provide day-to-day accounting support to the production department, the processing of weekly payroll and cash handling from operations. The role will have a strong emphasis on payroll and an understanding of union agreements would be an advantage.

Duties and responsibilities

- Management of all artist contracts to ensure completeness and timely payment in line with terms of the contract.
- Processing of Weekly Hourly payroll for all Production, Front of House and Hourly Box Office Staff.
- Manage relationships with unions and ensure correct union deductions from production employees and contractors and timely payment of dues to multiple union organisations.
- Assist production team in the management, processing and reconciliation of company credit cards, petty cash, and personal expenses.
- Preparation of royalty reconciliations and payments for each production
- Assist production team with the production of ad hoc financial reports and other financial information.
- Work closely with the Controller of Accounting Operations to complete vendor pay runs and send remittances in a timely manner.
- Maintain employee files for all employees.
- Ensure onboarding documents for new hires are complete before first pay run
- Ensure salaried employees are enrolled in benefits packages at appropriate time.
- Submission of Semi-monthly RRSP contributions
- Complete month-end accruals, postings, and reconciliations related to production accounts.
- Monthly administration of company benefits plan.
- Reconciliation and cash handling of daily bar sales and any other cash received into the organisation, including preparation of deposit.
- Preparation and monitoring of Accounts Receivable invoicing.
- Provide support to the Controller of Accounting Operations when necessary.

Experience and Qualifications

- Previous payroll experience is a must
- Experience with reconciliations

- Xero, Zoho and Plooto experience useful
- Strong Microsoft Excel skills
- Theatre experience a benefit

Working conditions

Up to 32 hours per week with the opportunity for extra hours during busy periods

Physical requirements

Salary and Benefits

Pay - \$22.00– 24.00 per hour (this is a different range than the range below)

Healthcare Benefits after a three month probationary period.

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: 31st October 2022

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