



Calgary Timepoint Performing Arts Society

Founded in 2015 Timepoint Ensemble is a Calgary-based new music ensemble that performs music of the late 20th and 21st century, exploring the possibilities of the listening experience and challenging the traditional conventions of music making.

OUR MISSION

We live in one of the busiest and most energetic times for the arts. While the idea of relevancy is being pursued around us we choose to remove ourselves from the pursuit of relevance and engage directly with our community. We seek to challenge and re-engage the community in performance and thought, while allowing our fundamental values to guide our artistic decisions and not the desire to become “relevant”.

Timepoint Ensemble is seeking a Treasurer for our voluntary Board of Directors. This is a working Board, and the Treasurer also is our financial administrator, managing our finances and keeping a full set of books.

This position participates with the Board of Directors and in all financial and some administrative duties. This is a stand-alone job that requires an experienced bookkeeper who is detail-oriented, to underpin the operations of a non-profit organization. Skill in either Quickbooks OR Excel is necessary

Responsibilities

- Full set of books to Financial Statements
- All data entry modules (A/R, A/P)
- Banking and cash management (online payments and PAD, deposits, reconciliations)
- Month-end support (accruals & recurring entries, tie all balances to supporting schedules) reporting and reconciliations)
- Own and take charge of scanning, sorting, filing documents both electronic and paperwork
- Other duties that contribute to the operations of the organization as assigned

Prepare internal reports for the Board as to budget/actual comparisons with analysis, forecasts as to cash position.

Assist in all areas of administration to ensure the smooth operation of the facility

Please express your interest in this position with Monica Micallef <monicamicallef5@gmail.com>