



Alberta Craft Council: Finance and Office Manager Position

Salary: Range starting at \$25/hr

Position Status: 4 days a week in person. (30 hours/week)

Position Posted: October 10, 2024.

Target start date: October 25, 2024

Closing Date: Until position is filled.

The Alberta Craft Council is vibrant cultural organization representing Craft artists and the sector as a Provincial Arts Service Organization, registered charity, and nonprofit organization. We celebrate over 44 years of promoting, developing, and advocating for Craft in Alberta, supporting artists' careers from emerging to established.

Our mission is to create paid opportunities for artists to share their skills, knowledge and creativity with the public through exhibitions, events, artist talks, Craft tours, hands-on workshops, publications, and more.

Our Social enterprise retail gallery shops in Edmonton and Calgary represent over 175 Alberta artists. Featuring blown glass, clay, wood, jewellery, fibre, stone and more.

Under the guidance of the Executive Director, the Finance and Office Manager is responsible for supporting the organizations day-to-day finance and office functions which include:

- Full cycle management of operational accounting functions including management of the General Ledger, the accurate preparation of remittances, reconciliations, financial statements, month end and annual reporting.
- Process monthly artists payments from our social enterprise retail and gallery sales.
- Processes employee payroll, and management of required remittances including MERCS, employer sponsored group benefit contributions etc..
- Prepares monthly reconciliations including credit card.
- Manages routine financial transactions and correspondence, maintains financial files and records as prescribed.
- Supports the financial administrative needs of the organization in the annual financial audit, preparing the charity return with the auditor.
- Responds to internal and external stakeholders on finance specific inquiries, including financial reports for the Executive Director and the Board of Directors finance committee.

- Provide administrative leadership through the management of internal organizational operations.
- Oversee and co-ordinate office administrative and human resource procedures and policies
- Assist the Executive Director in grant applications and reporting

Our ideal candidate demonstrates:

- Experience in Financial and Office management
- Hands-on experience with full cycle accounting activities including accounts payable, payroll, reconciliation processes.
- Experience working with QuickBooks, and Excel.
- Working within a not-for-profit arts environment is preferred.
- A collaborative approach to team-oriented work.
- This is an in-person role working 4 days/30 hours a week from our downtown Edmonton location.

Interested candidates may apply by emailing a resume and cover letter as a single attachment to: Jenna Stanton at **executivedirector@albertacraft.ab.ca**

The Alberta Craft Council welcomes applications from all qualified individuals. We encourage applications from Indigenous and equity-seeking communities.