



# Accounting Coordinator (Part-time)

Reporting to the Controller, the Accounting Coordinator is a part-time support position that is responsible for providing general accounting and finance administrative assistance to the Corporate Services department.

When it comes to tackling tasks in any area of accounts payable and accounts receivable, or looking at things like numbers and journal entries, you are the ultimate aficionado! You are also a master of time, both in prioritizing your tasks to make sure you are working efficiently or ensuring that other teams keep consistent with the department's task workflows. You are flexible and adaptable to change – often supporting the team with needed tasks, no matter how big or small, with a positive attitude.

You possess excellent organization, administrative and communication skills as well as basic knowledge of accounting and finance (at a minimum). Utilizing your keen sense of observation and critical thinking abilities, you are able to anticipate needs and resolve any issues with ease. In addition, you value the importance of keeping a tight deadline! Overall, you are a master multi-tasker, well versed in Excel, lover of numbers and spreadsheets, and someone who others can rely on to always be proactive, willing to help, and get the job done.

## Who we are:

Arts Commons is an ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

## At Arts Commons:

Our belief

- That equitable access to the arts is a human right

Our responsibility

- To redefine a bold and adventurous Calgary by championing and investing in creativity

Our mission

- To be an inspirational force where artists, community and organizations celebrate cultural identities, experience the full breadth of human emotions, and ignite positive change

## At a glance

**Employment:** Permanent, Salaried

**Hours:** Part-time (24 hrs/week)

**Start Date:** ASAP

**Salary:** \$29,950 annually

**Location:** Calgary (in-office)

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

**To apply, send your resume and cover letter to:**

[employment@artscommons.ca](mailto:employment@artscommons.ca)

**Closing Date: February 14, 2025**

## What we offer:

On top of the excitement of working with a team of committed performing and visual arts professionals at one of Canada's top performing arts facilities, Arts Commons offers:

- A collaborative, engaging and values driven work environment
- An annual salary of **\$29,950**
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging with the arts community in many ways

## What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts, and arms.

## What you will get to do here:

Working within a fluid and fast-paced environment, the Accounting Coordinator is flexible in nature and takes initiative to ensure that the Corporate Services team is supported in all areas of accounting and finance in order to function efficiently.

The Accounting Coordinator's primary responsibilities will focus on select areas of entry-level accounts receivable and accounts payable functions, with a secondary focus on supporting with other miscellaneous tasks within Corporate Services. This position utilizes communication and organizational skills to effectively manage the workflow and priorities within finance and accounting, while exuding high levels of attention to detail and organization with each task.

You will manage accounts payable by maintaining vendor records, coding invoices, obtaining necessary approvals, and ensuring timely payments through cheques, EFTs, or wire transfers. You will also prepare GST entries for US transactions and meet all deadlines with the support of our Controller. On the accounts receivable side, you will prepare and record internal and event settlements, review contracts for accuracy, handle non-show related invoices, and manage bank deposits and client payments through DocuSign.

Additionally, you will support general accounting functions by ensuring accurate month-end accruals, monitoring account payments, posting receiving batches, and preparing bank entries. Your role will also include double-checking hourly staff timesheets, preparing T4A and T4NR forms.

## Where you fit within our ecosystem:

Reporting directly to the Controller, the Accounting Coordinator is part of the Corporate Services department and provides administrative support to both staff and management. This team is responsible for all the accounting, finance, IT, Capital Projects (CRF) and human resources functions within the organization. This position works closely with all departments, as well as with key stakeholders, vendors, and external community groups and partners.

## You will be a great fit if you...

### Must haves:

- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Experience in gathering data, compiling the proper information, and preparing financial reports
- Basic knowledge of accounting systems, budgets, and internal controls
- Able to perform moderate account reconciliations
- Accuracy and attention to detail in the creation of documentation and financial entries
- High level of proficiency with Microsoft Office 365, particularly around Outlook, Excel, Word and SharePoint, with excellent computer and technical skills
- Proven ability to build positive working relationships and demonstrated teamwork with internal and external contacts
- Strong written and verbal skills to communicate with all levels of staff and external groups
- Strong work ethic and positive 'can-do' attitude and ability to exhibit kindness, empathy and understanding
- Sound analytical thinking, planning, prioritization, problem-solving and execution skills
- Strong organizational skills with the ability to prioritize tasks, work with constant interruptions, multi-task and adapt quickly to an ever-changing environment while maximizing effective use of time

### Nice to have:

- Previous experience in an administrative and/or accounting support role, preferred
- 1-2 years' experience working in AP, AR, accounting or finance, an asset
- Experience or proficiency with accounting programs and software such as ReqLogic, an asset
- A passion for the arts!

**If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:**

### **Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)**

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process. To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

We strongly encourage applicants who identify as part of underrepresented groups, including women, people of colour and those with disabilities to apply. Even if your past experiences do not align perfectly with every qualification, we strongly encourage you to apply anyway! An excitement and passion for Arts Commons can go a long way here, whether it's in this role or another.

**Human Resources  
Arts Commons  
205 - 8<sup>th</sup> Ave SE Calgary, Alberta T2G 0K9  
Email: [employment@artscommons.ca](mailto:employment@artscommons.ca)**

*Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.*

*We thank all interested applicants in advance but will only be contacting those selected for an interview.*

*If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.*