



EMPLOYMENT OPPORTUNITY

Position: Bookkeeping & Finance Manager

Location: Toronto, Ontario

Start Date: Immediate

Application Deadline: February 17, 2023

About Crow's Theatre

For almost 40 years, Crow's Theatre has been a leading force in the Canadian theatre landscape, recognized for provocative and award-winning new theatre work that premieres in Toronto often followed by national and international tours. Resonating with Toronto's civic, community, and cultural milieu, Crow's Theatre adapts and evolves with the social, economic, and cultural environment of the city. Crow's Theatre is distinguished as a preeminent cultural destination for its far-reaching imagination, ideas, exchange, diversity, and grassroots belief that the arts are essential to healthy and thriving communities.

In January 2017, following the completion of a \$12 million capital campaign, Crow's Theatre opened the doors to its first permanent home, Streetcar Crowsnest, at the corner of Carlaw Avenue and Dundas Street East. The first performing arts facility of its kind in Toronto's East End, Streetcar Crowsnest is comprised of four venues for dynamic cultural and community programming: the Guloien Theatre (200 seats); Studio Theatre (90); the Nada Ristich Studio Gallery (80); the full-service Lobby Bar; as well an onsite restaurant (Gare de l'Est) which can accommodate 60 seated indoors and 75 on the outdoor patio.

About the Position

Crow's Theatre seeks a Bookkeeping & Finance Manager to join our team. This full-time position provides a unique opportunity to play a meaningful role within a vibrant and entrepreneurial cultural hub. Reporting to the Executive Director, the Bookkeeping & Finance Manager is responsible for the financial accounting, week to week bookkeeping, payroll, reporting and audit preparation. We are looking for a skilled and detailed individual who will approach the position with integrity, attention to detail, and consistency.

RESPONSIBILITIES

Bookkeeping

- Manage Bookkeeping personnel to ensure prompt and accurate book entries in Quickbooks Online
- Responsible for coordinating Accounts Payables process including record keeping, data entry and payment authorizations
- Ensure prompt and accurate accounting for Box Office, Bar and Theatre Production transactions, settlements and reconciliations
- Responsible for coordinating Accounts Receivable process; prepare invoices and track receipts and outstanding balances
- Coordinate and track cash deposits; monitor daily bank account activity
- Track donations and grants; coordinate reconciliation of deferred contribution accounts
- Coordinate staff credit card usage, accounting and bank payments; ensure monthly reconciliation of accounts

- Responsible for all payroll operations, coordinating with Bookkeeper to ensure accurate data entry and timely payment

Financial Reporting & Analysis

- Ensure the accuracy and timeliness of the month end close process
- Prepare quarterly and year-end financial statements and management reports with variance analysis
- Provide accounting analysis and working papers for year-end external audit and financial statement preparation
- Prepare quarterly financial reporting package for Finance/Audit Committee and Board, providing analysis & follow up on identified items
- Coordinate capital expenditure budgeting, spending and reporting; prepare depreciation schedule

Budgeting and Planning

- Prepare reports as needed for program budgets and forecasts
- Coordinate and prepare departmental and consolidated annual budgets and quarterly forecasts

Administration

- Manage banking relationships and borrowing and credit arrangements
- Responsible for maintaining Employee Pension Plan data, contributions and reporting
- Government grant financial reporting
- Coordinate insurance coverage, payments and certificates

Other duties on an as needed basis.

QUALIFICATIONS

- Superior knowledge & familiarity with QuickBooks Online
- Experience and knowledge of legislative requirements and framework covering charities, charitable status and required reporting
- Previous experience working with subledger and CRMs would be considered an asset
- Previous experience with CRA submissions, including HST and payroll remittance
- Effective time management with the ability to juggle multiple tasks and deadlines, and prioritize with minimal direction
- Strong judgement skills and absolute discretion with confidential and sensitive information
- University degree or College Diploma in Accounting, Commerce, Business Administration (specializing in accounting)
- Strong analytical skills with experience in general ledger accounts reconciliation
- Proficiency in Microsoft Office applications (Excel, Word, Teams, SharePoint)

Preference will be given to Certified Bookkeeper (CB) or Chartered Professional Accountant (CPA).

COMPENSATION

This is a permanent employment position with a salary commensurate with experience in the range of \$65,000.00 – \$75,000.00. The position includes participation in Crow's extended health benefits and pension plan.

COVID-19 VACCINATION & MASK MANDATE

As a condition of employment, all Crow's Theatre employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before joining the organization. For up-to-date information on our public vaccination policy and mask mandate please visit our [website](#).

ON SITE REQUIREMENT

Subject to public health guidelines, this position will require on site work at least 1 day per week when the theatre is in full operation. Most accounting functions are digital, except cash bank deposits and physical cheque production. The candidate will require a car to deliver bank deposits.

APPLICATION

To apply, please **email** your detailed resume and cover letter to hire@crowstheatre.com. Please include "Bookkeeping and Finance Manager" in the subject line.

The deadline to apply is **February 17, 2023**.

Crow's Theatre thanks all applicants in advance. Only those candidates selected for an interview will be contacted. No phone calls please.

Crow's Theatre is an equal opportunity employer. We are committed to an inclusive and barrier-free recruitment, selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require any accommodation during the hiring process, please email us confidentially at sherrie@crowstheatre.com.

Crow's Theatre is committed to building a more diverse workplace and encourage all qualified applicants to apply.