

EMPLOYMENT OPPORTUNITY

Bookkeeping & Finance Manager for Crow's Theatre

Position: Bookkeeping & Finance Manager

Location: Toronto, Ontario

Start Date: February 03, 2020

Application Deadline: January 17, 2020

ABOUT CROW'S THEATRE

Founded in 1983, Crow's Theatre has been a leading force in the Canadian theatre landscape, recognized for provocative and award-winning new theatre work that has toured nationally and internationally.

In January 2017, following the completion of a \$12 million capital campaign, Crow's opened the doors to its first permanent home, Streetcar Crowsnest. As the first performing arts facility of its kind in Toronto's East End, Streetcar Crowsnest offers a dynamic spectrum of affordable contemporary theatre, all-ages arts events, wide-ranging community programming and partnerships.

Led by Artistic and General Director, Chris Abraham, and Executive Director, Sherrie Johnson, Streetcar Crowsnest houses multiple venues for programming and events: the **Guloien Theatre**; the **Scotiabank Community Studio** for performances, rehearsals and community activities; a stunning **Lobby Bar**; and its adjacent full-service restaurant **Gare de L'est**.

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 with 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.

The following list outlines a range of specific tasks and responsibilities. Other duties will present themselves on an as needed basis:

- Perform entries for payables, receivables, accruals, pre-paid expenses, and deferrals
- Maintain an electronic database of all receipts for each organizational expense
- Perform other accounting duties including payroll, processing invoices, managing expense reimbursements, and writing and reconciling cheques on a bi-weekly basis
- Prepare month-end and year-end income statements, balance sheets, and cash flow statements
- Prepare monthly report on budgeted spend vs. actuals for each account
- Maintain all other financial statements in QuickBooks and prepare other reports as needed for program budgets
- Box office and other production / project reconciliations
- Track donations and issue charitable tax receipts to donors on an ongoing basis
- Submit GST/HST charitable tax return to the Canada Revenue Agency on a quarterly basis
- Submit annual return to Industry Canada and T3010 to the Canada Revenue Agency on an annual basis

QUALIFICATIONS

- Superior knowledge & familiarity with QuickBooks

- Experience and knowledge of legislative requirements and framework covering charities, charitable status and required reporting
- Previous experience working with CRMs would be considered an asset
- Good 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: specifically, MSExcel (Vlookup, SumIF, Pivot tables, etc.), and MSWord.
- 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. The position includes participation in Crow's extended health benefits and pension plan.

APPLICATION

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

The deadline to apply is **Friday, January 17, 2020**. We thank all applicants, but *only* applicants selected for interviews will be contacted.

Crow's is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.