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Ballet BC
601 Smithe Street
Vancouver, BC V6B 5G1
Canada

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balletbc.com

Position: Accountant
Reports to: Financial Director
Deadline: March 15, 2019
Employment Type: Part Time

THE COMPANY

Combining classical integrity with a contemporary sensibility, Ballet BC is a creation-based company of 18 talented dancers from Canada and around the world that is committed to exploration and collaboration in contemporary dance. Solidly grounded in the rigour and artistry of classical ballet, with an emphasis on innovation and the immediacy of the 21st century, the company presents a distinct and diverse repertoire of the most sought-after Canadian and international contemporary ballet choreography.

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THE OPPORTUNITY

Ballet BC is looking for a well-organized accountant who has a passion for the arts and is an excellent verbal communicator and natural facilitator. As this leading contemporary ballet company expands, an accountant is needed to be an integral part of Ballet BC's Finance department. This is an excellent opportunity for a professional to learn about and enhance the inner workings of an internationally recognized dance company, and assist a rapidly growing company become more effective and efficient.

Founded in 1986, Ballet BC is an internationally acclaimed collaborative and creation-based contemporary ballet company that is a leader and resource in the creation, production and education of contemporary dance in Canada. Bold and innovative, the Company's distinctive style and approach has made a unique and valuable national contribution to the development of dance.

We are currently seeking an experienced part-time Accountant who has the skills, initiative and personality to join our team. Reporting to the Director of Finance, this is a part-time role expected to require an average of 30 hours per week.

RESPONSIBILITIES AND DUTIES

- Participate in performing full cycle bookkeeping using QuickBooks Desktop / Excel
- Accounts Payable: process vendor invoices and expense reports, generate timely payment, management of manual and electronic authorization of payments
- Work collaboratively with the Development (Fundraising) Department to ensure accurate recording and reporting of all donations received through diverse payment systems
- Accounts receivable: prepare invoices, post payments, collection activity on unpaid balances, preparation and processing of bank deposits
- Reconciliations: Bank accounts, credit cards, petty cash, prepaid expenses and clearing accounts
- Payroll & HR related: assist with payroll processing, manage payroll related remittances, maintain employee records and manage Worksafe BC payments and T4 NR. Organize and maintain financial files and internal accounting records in an increasingly paperless file system
- Deal with bank or CRA or other government agencies when requested
- Other duties as assigned

QUALIFICATIONS AND SKILLS

- Completion of basic accounting courses required, either completion of an Accounting Diploma (such as ACAF) or CPA candidate working towards a CPA designation
- Ability to embrace change and contribute to continuous process improvements, ability to show initiative
- Capacity to work both independently and as a team
- Excellent verbal and written communication, interpersonal and customer service skills
- Strong attention to detail, efficient, accurate and consistent
- Proven problem solving abilities and solid analytical skills
- Exceptional time management and prioritization skills with a demonstrated ability to manage multiple tasks and meet required deadlines
- Excellent computer skills, particularly proficient with QuickBooks Desktop, Microsoft Office (Word and Excel), Google Suite (Sheets and Docs)
- Minimum 3 years bookkeeping experience in a similar role
- Not-for-profit experience would be an asset

HOW TO APPLY

Please send your CV and Letter of Intent via email to: financedirector@balletbc.com,
Attention: Finance Director

Applications will be accepted until 5pm on Friday, March 15, 2019.

We thank all applicants but only those selected for an interview will be contacted.