

Position: Bookkeeper
Reports to: Director of Finance

Ballet BC is looking for a highly organized bookkeeper who is an excellent communicator and team player. As this leading contemporary ballet company expands, a bookkeeper is needed to be an integral part of Ballet BC's Finance Department. This is an excellent opportunity to learn about and enhance the inner workings of an internationally acclaimed professional dance company and to assist this rapidly growing company to become more efficient and effective. We are seeking an experienced bookkeeper who has the skills, initiative and personality to join our team. Reporting to the Director of Finance, this role may be part-time (minimum 30 hours per week) or full-time (40 hours per week).

Responsibilities and Duties

- Manage accounts payable, process vendor invoices and expense reports, generate timely payment, management of manual and electronic authorization of payments
- Process payroll, manage payroll tax remittances, WorkSafeBC payments and filings, CRA filings (tax slips, government subsidies, etc.)
- Full-cycle accounting including supporting the preparation of monthly financial statements
- Manage bank deposits and payments at bank
- Reconcile bank accounts, credit cards, petty cash, prepaid expenses, clearing accounts
- Ensure accurate recording and reporting of all revenue streams: donations received through diverse payment systems, presentation fees, expense recoveries, etc.
- Manage accounts receivable, prepare invoices, record payments, collect unpaid balances, prepare and process bank deposits
- Record new capital expenditures, depreciation and maintain capital asset month-end schedule
- Prepare quarterly GST filings and T3010
- Organize and maintain financial files and internal accounting records in an increasingly paperless file system
- Support monthly reporting to budget managers and the Finance & Audit Committee, including financial/variance analysis and cash flow analysis
- Provide feedback on existing processes, work with the Director of Finance to implement new processes to improve internal controls and collaborate on the preparation of a contingency plan
- Work with the Director of Finance on projects, such as transitioning to a new financial services provider and financial accounting software
- Other tasks as required by the Director of Finance

Skills and Qualifications

- Completion of accounting/bookkeeping courses/certificates or equivalent experience
- Consistently efficient, accurate and organized, with strong attention to detail
- Exceptional time management and prioritization skills with a demonstrated ability to manage multiple tasks and meet required deadlines
- Ability to be flexible and adaptable, work in a fast-paced environment, embrace change, show initiative, and contribute to continuous process improvements
- Excellent verbal and written communication, interpersonal and customer service skills
- Proven problem-solving abilities and solid analytical skills
- Able to work independently and within a team
- Excellent computer skills, including proficiency with QuickBooks Desktop, Microsoft Office (Word and Excel), Google Suite (Sheet and Docs)
- Minimum 5 years bookkeeping experience in a similar role
- Not-for-profit experience would be an asset

Compensation

Salary commensurate with experience. Benefits may be provided depending on number of hours worked per week.

How to Apply

Ballet BC is an equal opportunity employer.

Please submit applications to hr@balletbc.com with "Bookkeeper Position" in the subject line. Applications will be accepted until 5pm on April 9, 2021.

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