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## Job Description

Position: Director of Finance  
Reports to: Executive Director (ED)  
Responsible for: Bookkeeper (full-time)

### The Company

Combining classical integrity with a contemporary sensibility, Ballet BC is a company of 19 talented dancers from Canada and around the world that is committed to the ballet of today. Solidly grounded in the rigour and artistry of classical ballet, with an emphasis on innovation and the immediacy of the 21st century, this creation-based company is rapidly increasing its local and international visibility, quickly garnering a reputation as one of the best contemporary ballet companies in the world.

Ballet BC presents a distinct and diverse repertoire of the most sought-after Canadian and international contemporary ballet choreography. While presenting a season of three productions in Vancouver, in addition to presenting *The Nutcracker*, the company continues its commitment to perform highly acclaimed productions on regional, national and international tours.

### The Opportunity

The Director of Finance is a key part of the management team, providing financial leadership and operational support to the organization by managing the finance department including general accounting, financial reporting, annual budgeting and forecasting, income and cash projections, cash flow management and payroll. Additionally, the Director of Finance is the primary liaison to the Chairman of the Finance and Audit Committee (F&A), and is responsible for preparing all financial reporting to the F&A and the Board of Directors. The position also assist in HR through benefit fulfilment and houses all HR records. The position oversees the Bookkeeper in all applicable accounting cycles, processes and reporting.

### Duties and Responsibilities

#### Financial Reporting, Management, and Controls

- Working in conjunction with all departments, develops the annual operating budget as well as end of year income projections

- Prepares and analyzes actual performance against budget throughout the year and works with management to take corrective action as necessary to ensure annual financial objectives are achieved
- Prepares and analyzes monthly/quarterly financial statements and cash flow projections, and reports to senior management and the Board/Finance & Audit Committee
- Manages cash flow needs in conjunction with other departments
- Takes ownership of the overall finance function, to ensure the appropriate controls and processes are in place and makes recommendations where gaps are identified
- Prepares and files any compliance based reports and ensures the organization's compliance with external regulatory stakeholders including Canada Revenue Agency, CADAC, WorkSafe BC, federal/provincial/municipal grantors, and restricted fund donors, and Ticketmaster
- Prepares working papers for and liaises with external auditors on the year end audit
- Pilots change management to ensure Finance processes remain relevant and efficient.
- Coordinates F&A Committee meetings in collaboration with the Chair of the F&A committee

#### Accounting and Other

- Maintains general accounting records and is responsible for the overall integrity and accuracy of the Company's financial records
- Oversees accountant in banking, accounts receivable, payroll, and accounts payable function, including monthly all reconciliations
- Reviews month end journal entries
- Administers payroll functions including maintenance of employee records
- Evaluates, negotiates, and recommends coverage for property and liability insurance and employee health benefits.

#### HR

- Administers all employee benefits
- Ensures federal and provincial employment laws are shared and followed
- Records and manages employee time off with the Executive Assistant

#### Qualifications

- Bachelor's Degree in Commerce or Business Administration (Accounting or Finance is preferred); and CPA required
- Minimum of 5 years' experience working in a full cycle finance position, with a minimum of 2 years supervisory experience
- Minimum of 2 years of experience in small business or not-for-profit accounting with working knowledge of the Canadian charity financial environment preferred
- Proficiency with Microsoft Office, particularly Excel and QuickBooks
- Accuracy and attention to detail
- Critical and logical thinking, analysis and reasoning
- Ability to work within cash, accrual and hybrid accounting frameworks

- Ability to work under tight deadlines and in a fast-paced environment
- Strong interpersonal skills with the ability to work independently and as part of a team effectively, with varied personalities, and many work styles
- Excellent written and verbal communication skills
- Committed to familiarizing themselves with Company rules and regulations
- Interest in and knowledge of the arts and dance in particular preferred

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post.

Ballet BC is an equal opportunity employer.  
Salary and benefits are competitive in the field.