



## Finance Officer - Full Time, Salaried

Department: **Administration**  
Reports To: **Artistic Executive Director**  
Date: **March 2024**

### *Position Purpose and Objectives*

The Finance Officer is a key member of the management team, providing financial leadership and operational support to the organization by managing the finances including general accounting, financial reporting, annual budgeting and forecasting, income and cash projections, cash flow management and payroll submission through a payroll provider. Additionally, the Finance Officer advises the Artistic Executive Director on issues that impact the financial health of the Port Theatre Society and assists with human resources management.

### *Essential Job Functions*

- Takes ownership and is responsible for the overall integrity, accuracy, and execution of the Society's financial records and accounting processes: Accounts Receivable, Accounts Payable, GST and PST compliance and remittances, WorkSafe BC reporting, Entandem reporting, non-resident tax withholding.
- Working in conjunction with all departments, prepare the annual operating budget and assist with the capital budget.
- Prepare monthly financial statements and end-of-year forecast projections with results analysis and interpretation for all Board meetings.
- Prepare departmental budget reports for managers and answer staff enquiries.
- Prepare client event settlement reports and pre-settlements as required.
- Prepare payments for artist fees, artist travel, meal buyouts, and reimbursements.
- Prepare bank, credit card, and other reconciliations; reconcile box office account ticket sales to unearned revenue with Theatre Manager ticketing software.
- Prepare deposits and bank transfers; administer petty cash.
- Review month and year end journal entries.
- Assist and produce required information for funding grant applications and reports.
- Assist and support the Artistic Executive Director with all human resources functions.

- Assist and support the Development Officer on fundraising campaigns.
- Manage, evaluate, and negotiate Society property, liability, and other insurance coverage.
- Liaise with the Society's auditors, City of Nanaimo and other government agencies and grantors as required.
- Serve on Finance and Audit Committee and coordinate committee meetings.
- Provide all required information to, and coordinate all interactions with, external auditors.
- Monitor tax receipts.
- All other duties as required by the Artistic Executive Director.

#### *Payroll and Benefits*

- Responsible for payroll for all full-time and part-time staff: RRSP contributions; payroll deductions and remittances; monitor vacation and banked time; records management.
- Ensure employee insurance, benefits, and RRSP contributions are processed accurately.
- Maintain employee records and other pertinent personnel data.
- Manage, evaluate, and negotiate employee insurance, health and benefits plans.
- Manage, evaluate, and negotiate the Society's contract and services with the payroll provider.

#### *Compliance*

- File annual Registered Charities Returns with the Canada Revenue Agency.
- Ensure compliance with tax regulations, including GST, PST, and statutory remittances.
- Issue annual T4, T4A, T4A-NR forms and other CRA documents as required.

#### *Supervisory Responsibility*

- The Accounting Clerk reports to the Finance Officer.

#### *Knowledge, Skills and Abilities Required*

- Able to maintain a sense of humour and balance in the workplace.
- Knowledge of non-profit/registered charity operations.
- Extensive knowledge of accounting and office procedures.
- Extensive knowledge of QuickBooks accounting software.
- Extensive knowledge of payroll processing and human resources.
- Extensive knowledge of Office applications.
- Accuracy and attention to detail.
- Critical and logical thinking, analysis and reasoning.
- Able to work within cash, accrual and hybrid accounting frameworks.
- Able 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.

#### *Qualifications*

- A degree or diploma in finance, accounting or related field is required.
- Minimum 5 years' experience in financial accounting is required.
- Non-profit finance experience is an asset but not required.
- CPA designation an asset but not required.
- Canadian citizen, permanent resident, or valid Canadian work permit required.

#### *Additional Information*

This position works in an office environment utilizing standard office equipment, and requires regular and ongoing face to face, phone, email, and written communication with internal and external stakeholders. Work outside of regular office hours and travel outside of Nanaimo may be required.

#### *Compensation and Benefits*

Employment Type: Full-time 35 hours per week Monday-Friday 9:00 AM-5:00 PM, some evenings/weekends required, especially around performances.

- \$70,000 - \$80,000 based upon qualifications and experience
- Group benefits plan with extended health, dental, and long-term disability after completion of 3 months probationary period
- Employer 6% matching RRSP program.
- Paid vacation.

#### *Measurements of Success*

- Timely completion of all deadlines related to duties listed above
- Minimize or proactively identify fluctuations in budget to actual financial reports
- Successful cultivation of organizational culture and satisfied employees
- Smooth execution of annual audit with minimal to no management letter points directed to the Board of Directors

#### *About The Port Theatre*

The Port Theatre Society is a charitable not-for profit organization and, together with the City of Nanaimo, co-manages the Port Theatre, a community performing arts centre located on the traditional territory of the Snuneymuxw First Nation, in the heart of Nanaimo on Central Vancouver Island. The theatre has earned a national reputation for its acclaimed Spotlight Series which presents Canadian and internationally renowned artists. We are an important gathering place which serves as a home for many

professional arts organizations and community groups. Situated on Canada's western edge, the theatre is a strategically important stop on the touring circuit where many national tours either begin or end their journey.

The City of Nanaimo formed the Society in 1989 to build a theatre on the waterfront. The Port Theatre opened its doors in September 1998 and contains an 800-seat theatre, ten galleries, and several gathering spaces. Today, the theatre is a focal point for residents and visitors and serves a broad range of interests and needs ranging from music concerts, theatre, dance, dance recitals and competitions, graduation ceremonies, conferences, and community events. On average, over 250 events are held in the theatre each year attracting over 100,000 people.

**Deadline for applications:** April 15, 2024.

**Please send cover letter and resume by email to:**

Lisa Desprez, Administrative Assistant

Email: [ldesprez@porttheatre.com](mailto:ldesprez@porttheatre.com)

Include "Finance Officer Search" in the email subject line.

We thank all applicants for their interest; however, we will contact only those selected for interviews.