



Job Posting – Finance Manager

Status:	Permanent
Hours of Work:	Office hours, 35h per week*
Compensation:	\$75,000-\$80,000, depending on experience
Benefits:	Extended benefits plan Municipal pension plan Optional partial remote working (min. 2 days a week in the office) Unlimited paid sick days Three weeks paid leave to start Flexible work schedule Professional development/dues budget Tickets to performances

Driven by a passion to serve its audiences in bold and innovative ways, Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding artistic offerings and by serving as a dynamic hub for the performing arts. To achieve our organizational mission and connect with the changing population of Richmond, we employ staff with eclectic and multifaceted expertise. As a group we take risks, we empower, we go beyond, we listen. We embrace difference as something that challenges our understanding and provokes our growth. So, if you won't settle for the expected, you have found your crew.

This is an opportunity for an experienced finance professional who wants to "run the show". Reporting to the Executive Director, the Finance Manager, with the support of an Accounting Clerk, is responsible for all the accounting duties at Gateway. In addition, the Finance Manager collaborates cross-departmentally with other staff to support the effective running of the organization and its programs. *Following a successful probation and training period, it may be possible for the Finance Manager to work a shorter week.

Responsibilities will include

- Financial Reporting
 - o Prepare monthly financial statements and forecasts
 - o Assist Executive Director with the preparation of the annual budget
 - o Provide financial information and reporting for grant applications
 - o Update production budgets
 - o Prepare working papers for the annual audit
 - o Prepare GST & PST returns and remittances
 - o Prepare and file T4s and T4As
- Board Relations
 - o Prepare materials for Finance Committee meetings
 - o Attend meetings and prepare minutes
 - o Co-ordinate board approvals and signing authority
- Transactional Oversight
 - o Oversee payroll (unionized and non-unionized workers), accounts receivable and accounts payable
 - o Review and approve CRA remittances, and payments to pension plans, benefits, union dues,

- artist dues, WCB
 - Reconcile sales reports and donation receipts
 - Reconcile all general ledger accounts, and prepare monthly bank reconciliations for Treasurer's review
- Other
 - Supervise, train and coach the Accounting Clerk
 - Manage staff payroll and benefits on and off boarding
 - Annual evaluation and renewal of insurance policies
 - Prepare employment contracts, independent contractor contracts and contracts for services
 - Manage Gaming account and funds and meet reporting requirements
 - Maintain inventory records for bar and concession items

Experience & Qualifications

- Completion of or near completion of a recognized professional accounting designation. Candidates who have passed the CFE are welcome to apply
- Five years' experience in accounting including two years in management/supervisory position
- Proficiency in Sage 50 (or similar) accounting software
- Self-motivated and able to work effectively and independently
- Ability to prioritize workloads and allocate time and resources
- Ability to work collaboratively and effectively with diverse individuals and in team settings
- Experience in a non-profit organization is an asset
- Demonstrated experience with inclusion, equity and anti-oppression
- Legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit)
- Must be at least seven days past having received at least two doses of a COVID-19 vaccine approved by Health Canada, upon starting work

Gateway Theatre strives to be an equitable and inclusive workplace. We value an open and diverse community that fosters the inclusion of many different voices. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or identity as an Indigenous person. We welcome self-identification in your application. Please also note any accommodations or accessibility requirements in your cover letter.

To Apply: Please email your resume and a cover letter outlining your suitability for the position to Camilla Tibbs ctibbs@gatewaytheatre.com. **Deadline 9am Monday January 30, 2023 but applications will be reviewed as they are received.** We thank all applicants, but only those considered for an interview will be contacted.