



Job Posting - Accounting Clerk

Status: Part Time, Permanent

Hours of Work: 21 hours per week

Location: Richmond office, with the possibility of some remote working in future

Compensation: \$27.32 per hour

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.

Reporting to the Finance Manager, the Accounting Clerk is responsible for all the transactional accounting duties at Gateway Theatre. The successful candidate will have a good working knowledge of employment matters, union and non-union payrolls, government remittances and benefits coverage.

Responsibilities will include

- Prepare payroll for administrative staff, part time and unionized staff
- Take special care with unionized IATSE staff and the allocation of labour hours eg. IATSE technicians and patron services team
- Record daily sales transactions with specific care to allocations and GL entries
- Prepare payments for contractors, instructors and artists
- Prepare remittances for source deductions, pension plans, benefits, unions, WorkSafe BC
- Prepare GST & PST reports and remittances
- Record all banking transactions and reconcile credit card settlement
- Process accounts payable and credit card transactions
- Reconcile all general ledger accounts
- Assist in preparing working papers for the annual audit
- Assist in preparing rental invoices
- Provide regular updates to your supervisor and ask questions when you are unsure.
- Other duties as required

Experience & Qualifications

- Two years' experience in accounting
- Proficiency in Sage 50 (or similar) accounting software
- Self-motivated and able to work effectively independently



A STAGE FOR RICHMOND

Registered charity: #11911 8875 RR0001

- Attention to detail: with due care in processing transactions to GL accounts and allocations
- Ability to prioritize workloads and allocate time and resources
- Ability to work collaboratively and effectively with diverse individuals and in team settings
- An interest in the non-profit/charitable sector and in the arts
- Legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit)

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 info@gatewaytheatre.com with "Accounting Clerk" in the subject line. **Deadline is 5:00 pm on November 9th, 2025. We encourage you to apply early as applications will be reviewed as they are received.** We thank all applicants, but only those considered for an interview will be contacted.