

## **Employment Opportunity**

### **Accounting Assistant**

#### **Civic Theatres Toronto Toronto, Canada**

Civic Theatres Toronto has a full time opportunity in its Finance department for an enthusiastic, resourceful team-player who thrives in a fast paced environment. This is a 7 month full-time contract for a maternity leave ending in September 2018.

This position will be responsible for the CTT's Accounts Payable.

#### **ACTIVITIES AND RESPONSIBILITIES:**

- Processing Purchase Orders
- Processing Invoices and Cheque Requisitions
- Weekly Cheque runs
- Monthly G/L Account Analysis
- Month-end Accruals
- Monthly Capital Budget reporting
- Maintain fixed assets registers
- Invoice filings and managing contract files
- Other ad hoc responsibilities, reporting/analysis as required

#### **JOB SPECIFICATIONS:**

- College or University degree in Accounting
- 2+ years of related professional experience
- Experience in the performing arts and/or not-for-profit sector preferred.
- Advanced Excel skills
- Strong analytical and organizational skills
- Attention to detail
- Excellent communication skills
- Ability to meet tight deadlines and work in a fast paced environment
- Proactive and take initiative in problem solving
- Self-motivated and self-starter, ability to work well independently and within a team environment.

#### **WORKING CONDITIONS:**

- Flexibility in hours and schedules and includes work on nights and weekends as required
- Lack of natural light in workplace
- Occasional objectionable odors in workplace
- Travel between CTT venues as required

## **THE ORGANIZATION:**

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

## **HOW TO APPLY:**

Interested applicants should email a cover letter and resume for confidential consideration to [jobpostings@sonycentre.ca](mailto:jobpostings@sonycentre.ca). Please include 'Accounting Assistant' in the subject line.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: January 16, 2018

Application Deadline: January 30, 2018

Start Date: ASAP