

CAREER OPPORTUNITY



OPERATIONS ACCOUNTANT

The Calgary Philharmonic Orchestra (CPO) is a cornerstone of Calgary's multi-faceted arts community and, since 1955, has grown to be one of North America's finest and most versatile live music ensembles. A repertoire that is extensive and broad in scope consistently attracts acclaimed guest artists and conductors. The Calgary Philharmonic offers an average of 80 concerts per Season designed to fit all musical tastes.

THE ROLE

The Calgary Philharmonic Orchestra seeks an Operations Accountant to join its Finance team. This is a full-time position reporting to the Director, Finance.

The Operations Accountant is a key member of the CPO team, responsible for banking, general ledger, , accounts receivable and accounts payable. This important team member will need to be experienced, coachable, collaborative, a quick learner, knowledgeable, productive, efficient and have a great attitude!

RESPONSIBILITIES

- Record & process accounts payable and accounts receivable transactions
- Prepare financial reconciliations of daily/weekly/monthly revenue, voucher redemptions, third party payments (including credit cards), donations and raffle sales
- Document banking transactions and perform banking duties
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- Assist with payroll and benefits journal entries
- Maintain and update audit working papers and prepare year end documentation

DESIRED QUALIFICATIONS

- Post-secondary degree
- Accounting designation is an asset
- 3-5 years varied accounting experience
- Demonstrated Microsoft GP / NAV or SAP BusinessOne (B1) experience is a strong asset
- Familiarity with 3rd party processor portals would also be an asset (Moneris, Amex, etc)
- Intermediate to advanced MS Office skills
- Dependable, reliable and resourceful; able to proactively communicate financial results to key team members
- Sound interpersonal and communication skills
- Excellent time-management and prioritization skills with experience meeting deadlines and understanding priorities
- Ability to thrive in a fast-paced, constantly changing work environment
- Positive "Can do attitude"
- Energetic self-starter

ADDITIONAL DETAILS

All members of the CPO team are asked to perform concert related duties from time to time, for which lieu time will be provided.

APPLICATION PROCESS

Desired Start Date: November 6, 2017 or earlier

Application Deadline: October 10, 2017

Applications will be reviewed on a regular basis and suitable candidates will be contacted before the deadline. Get your applications in ASAP!

Please send cover letter, resume, and salary expectations to:

Agatha Starczyk - astarczyk@praeceptumconsulting.com

Office Location: Arts Commons, 2nd Floor, 205 – 8 Avenue SE Calgary, AB T2G 0K9

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note only successful candidates will be contacted.