

# CAREER OPPORTUNITY



## OPERATIONS ACCOUNTANT

The Calgary Philharmonic Orchestra (CPO) is a pillar of Calgary's vibrant arts community and since 1955, has grown to be one of Canada's most celebrated live music ensembles. Each Season, the CPO presents classical masterworks, pop favourites, bold collaborations, and cutting-edge new works. Led by Music Director Rune Bergmann, the CPO consistently attracts world renowned guest artists and dynamic conductors. The Orchestra welcomes over 100,000 visitors annually and, in 2017, launched its live-stream initiative — an immersive, digital concert experience for audiences around the world.

### THE ROLE

The Calgary Philharmonic Orchestra is looking for an Operations Accountant to join its Finance team. She/he will be a key member of the CPO administrative team and must demonstrate the core values of the CPO with particular emphasis on professionalism, sound judgment, and ethics.

The Operations Accountant is responsible for full cycle recording and reporting of all accounts payable as well as payroll and benefits administration for office staff and musicians. This important team member is experienced, coachable, collaborative, a quick learner, knowledgeable, productive, efficient, and has a great attitude!

The Operations Accountant reports to the Director, Finance & Administration and works collaboratively with the full administrative team and orchestra musicians.

### KEY RESPONSIBILITIES

- Full cycle recording and processing of all funds going out of the organization (invoices, expense reports, credit cards, etc.)
- Semi-monthly Payroll administration
- Benefits administration
- Maintain monthly balance sheet account reconciliations and prepare year-end documentation
- Annual T-slips preparation

### DESIRED QUALIFICATIONS

- Energetic self-starter
- 4 to 7 years full cycle accounting experience
- Demonstrated Microsoft GP experience is a strong asset
- Familiarity with third party processor portals and different databases (e.g. Payworks, Benefit portals, Avantax, 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

#### ADDITIONAL DETAILS

- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9
- The Calgary Philharmonic Orchestra is an equal opportunity employer

#### APPLICATION PROCESS

Deadline: 20 September 2018

Please send cover letter, resume and salary expectations in PDF format to:

[HR@calgaryphil.com](mailto:HR@calgaryphil.com) with the e-mail subject line "operations accountant\_CPO\_last name, first name"

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