

Operations Accountant

The Calgary Philharmonic has been a pillar of Calgary's vibrant arts scene since 1955 and in that time has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Orchestra presents a wide range of concerts, inspiring education programs, and reaches audiences worldwide through free and accessible digital programming. In addition to 66 full-time orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus of over 120 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences, and serves the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

The Role

We are looking for a detail-oriented and collaborative Operations Accountant to join our team. As a key member of the administrative team, you will report to the Director, Finance + Administration and work closely with administrative staff, musicians, guest artists, and community partners.

The Operations Accountant helps support the organization in a wide range of financial, accounting, and administrative functions. The ideal candidate is very well organized, a good communicator, results-oriented, and has demonstrated experience in accounts payable and receivable.

Responsibilities

- Full cycle accounts payable administration
 - Receive invoices in various currencies and ensure accuracy
 - Receive and process employee expenses
 - Reconcile corporate credit cards and ensure accuracy
 - Seek approvals and coding
 - Accurate entry into financial systems and issuance of online/cheque payments
 - Reconciliation of all accounts payable ledgers
- Cash management and receivables
 - Receive and record cash from all sources, deposit funds, and ensure accurate recording
 - Ensure cash floats are available on concert nights
 - Maintain good cash flow practices
 - Creating invoices and tracking receivables
- Month end duties
 - Meet month end deadlines
 - Accrue and track expenses for invoices not yet received but for which services were provided
 - Ensure all assigned balance sheet accounts are reconciled
- Assist in projects related to finance and administration
- Keep accurate and complete records for audit purposes

Desired Qualifications

- 1 to 3 years of accounting experience

- Quick learner, coachable, collaborative, productive and efficient
- Demonstrated the ability to work independently
- Highly organized and excellent time management
- Detail and deadline oriented
- Proactive and accountable

Additional Details

- The salary range for this position is \$45,000 to \$55,000 annually, depending on related job experience.
- The Calgary Phil is trialing a hybrid remote work program until 31 July 2024. Employees who are eligible for this program can work up to three days/week from an appropriate remote location
- As part of our full compensation package, Calgary Phil offers three weeks' vacation, a comprehensive benefits package that includes health coverage, an employee assistance program, bonus days off, and other non-cash benefits
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Deadline: 29 April 2024

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

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

Derek Muzyka

Director, Finance + Administration

HR@calgaryphil.com with the subject line "Operations Accountant"

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such, encourages qualified candidates from a diverse range of backgrounds.

If you require an accommodation for the recruitment/interview process, please let us know so that we can work with you to accommodate your needs.

We thank you for your interest in the Calgary Phil. Please note only shortlisted candidates will be contacted.

Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram, and LinkedIn and register for email updates at calgaryphil.com/newsletter.