

JOB POSTING

POSITION TITLE: Accountant

STATUS: Full-time permanent

START DATE: July 2024

CLOSING DATE: Open until filled

The Royal and McPherson Theatres Society respectfully acknowledges that the McPherson Playhouse and the Royal Theatre are located on the traditional territories of the Lekwungen peoples, now known as the Songhees and Esquimalt Nations.

The Royal and McPherson Theatre Society (RMTS) is a not-for-profit organization in Victoria, BC, Canada that manages the Royal Theatre and McPherson Playhouse on behalf of their civic owners and citizens of the region. We cultivate a vibrant cultural hub for our community and create experiences of the highest professional standards. Showcasing the best arts and entertainment has to offer, our business is to bring people together, connecting artists and audiences to share the wonders of live performance.

The RMTS is looking for a highly motivated and exceptionally organized Accountant to join our Finance Team in a full-time, permanent position.

THE POSITION

Reporting to the Finance Manager, general responsibilities include:

- Accounts payable - efficient processing, coding, posting, payment and filing of invoices.
- Manage accounts receivable.
- Assist in the timely and accurate preparation of monthly working paper files, account reconciliations, journal entries and financial statements.
- Provide support in the preparation of year end financials and audit files.
- Assist in creating and maintaining integrity of financial reports.
- Assist in payroll preparation and benefits administration.
- Assist in budgeting and forecasting.
- Perform general accounting functions as required.

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IDEAL CANDIDATE

- CPA designation or bachelor's degree in accounting or related field.
- Minimum 2 years of related experience.

An equivalent combination of experience, education and designation may be considered.

- Excellent computer skills, including database management, Outlook, SharePoint and Microsoft Office, with advanced skills and knowledge of Excel.
- Experience with Sage software is an asset.
- Excellent organizational skills with the ability to multi-task, prioritize and thrive in a busy, flexible and collaborative environment.
- Strong interpersonal relations and demonstrated ability to work effectively with other staff.
- Ability to work independently, with departmental support.
- Demonstrates confidentiality, accountability, time management and attention to detail.
- Demonstrates technical proficiency and analytical skills.
- Payroll experience with union collective agreements would be beneficial.

COMPENSATION & BENEFITS

- Yearly Salary: \$65,000 - \$75,000 depending on experience and qualifications
- Extended Health and Dental
- Short Term and Long-Term Disability
- LIFE Insurance, AD&D, Dependent Life
- Municipal Pension Plan
- Paid Vacation

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APPLICATION PROCESS

The RMTS is committed to creating a diverse workplace to represent the communities we serve and to better meet the needs of our clients and customers. The RMTS welcomes applications from all qualified candidates.

Please submit your **letter of interest** and resume to communication@rmts.bc.ca with the subject heading 'Accountant'.

Application Deadline: Position will remain open until filled.

Thank you to all applicants for your interest; however, only the candidates selected for an interview will be contacted.

To learn more about the RMTS, visit www.rmts.bc.ca