

Employment Opportunity

FINANCE OFFICER

Status: Initially part time, becoming full time in 2018

Supervisor: Director

Application Deadline: September 15, 2017

Position Overview:

As a member of the Management Team, the Finance Officer is responsible for overall financial management and reporting, controllership and strategic financial planning. Responsibilities include, but are not limited to, day-to-day accounting (bookkeeping, accounts payable, accounts receivable, payroll, financial statements, general ledger and investments in accordance with GAAP (Generally Accepted Accounting Principles)).

Primary Duties and Responsibilities:

- Administer and monitor the financial system to ensure that Gallery finances are maintained in an accurate and timely manner.
- Maintain the accounts payable, receivable and charitable receipting systems, as well as capital project accounts, to ensure complete and accurate records of all monies.
- Administer employee files and records in order to ensure accurate payment of benefits and allowances in accordance with HR Policies.
- Administer biweekly payroll in order to ensure that employees are paid in an accurate and timely manner.
- Prepare monthly government remittances (WSIB, HST, CRA).
- Accurately complete bank and account reconciliations.
- Prepare monthly reports, yearend reports, and financial statements.

Qualifications:

- A Bachelor's degree in accounting.
- Completed CPA, (CA, CGA, or CMA) credential is preferred; candidates who are in the process of obtaining a credential will be considered.
- A minimum of five years (5) years accounting and financial business experience, including knowledge of financial planning, budget management, audits, risk management, and financing.
- Demonstrated knowledge and experience of statutes, regulations and financial requirements of both federal and provincial governments and their funding agencies (CRA, WSIB, NOHFC, HRDC, etc).

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- Experience in implementing financial policies and procedures within an organization.
- Advanced experience with accounting software (Sage 50 Premium).
- Payroll experience, including Direct Deposit, CRA reporting (e.g., T4s).
- Advanced working knowledge of Microsoft Office programs.

Please submit a cover letter and resume by email or in person to:

directorassistant@theag.ca

Holly Rupert

Assistant to the Director

Thunder Bay Art Gallery

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