



Vancouver Fringe Festival
Box 203-1398 Cartwright St.
Vancouver, BC, V6H 3R8
vancouverfringe.com

Finance Manager

The Vancouver Fringe Theatre Society produces the Vancouver Fringe Festival, BC's largest theatre festival! Pursuing the vision of "Theatre for Everyone," the Fringe Festival features unjuried, uncensored theatre of all kinds for all audiences. The 2019 Festival will take place September 5-15 at venues on and around Granville Island and across the city. The Vancouver Fringe Theatre Society also operates Theatre Wire which offers year-round tickets, packages, and info about independent theatre in Vancouver.

Reporting to the Executive Director, the Finance Manager is a part-time, permanent position. The Finance Manager will be responsible for full cycle accounting. While we are ideally looking for someone who will play an integral role and be a good fit with our small, dedicated year-round team of fun arts enthusiasts, we are also willing to consider a contractor arrangement.

RESPONSIBILITIES

- Enter transactions in QuickBooks with a higher volume of transactions around the Festival
- Prepare all aspects of the accounting records including bank deposits and reconciliations, visa reconciliations, donation processing, processing invoices, expense claims, bill payments, grant payments, ticket sales, etc.
- Process payroll, calculate and submit all associated remittances
- Maintain organized and comprehensive financial records that comply with Canadian accounting standards, Canada Revenue Agency Regulations and other relevant best practices/legal requirements
- Prepare financial reports including but not limited to financial statements, monthly budget vs actuals reports, cash flow statements and quarterly reports to the board
- Prepare all necessary documentation for the annual audit and lead the audit process with the external audit firm
- Assist the Executive Director in the preparation of the annual budget
- Complete the annual charity return, GST return, and T4s
- Assist with financial information and reporting for funders
- Process timely payouts to artists and producers
- During the Festival, extended hours are required with expanded responsibilities for cash management
- Act as a member of the Management Team responsible for year-round planning
- Other duties as required

QUALIFICATIONS

- Post-secondary Accounting Diploma (or equivalent) is a strong asset
- At least 3 years experience doing accounting, preferably in a registered Canadian Charity setting
- Comfortable with QuickBooks and Microsoft Office. Knowledge of ticketing software is an asset
- Excellent attention to details
- Reliable and flexible, with excellent written and oral communications skills and a great sense of humour
- High level of initiative and the ability to juggle competing priorities
- Self-starter with great time management skills
- Proven organizational abilities and the ability to work to strong deadlines
- Knowledge of current accounting trends and technologies is an asset
- Comfortable working in a collaborative and creative but sometimes chaotic festival environment
- Interest and experience in working in the arts sector and not-for-profit is highly valued

COMPENSATION: \$27,000/year; generally 20 hrs a week, extended hours are required leading up to and during the Festival. Competitive benefits package, paid vacation and flexible hours offered

HOW TO APPLY: Email your **resume and cover letter** to Samantha Kannegieter at administration@vancouverfringe.com with the job title in the subject line of your email.

APPLICATION DEADLINE: January 6, 2019

The Vancouver Fringe thanks all applicants in advance. Only those candidates selected for an interview will be contacted. The Fringe is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment & selection processes.