



JOB POSTING: FINANCIAL SERVICES

North Van Arts is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong and healthy communities through the arts. We are a vibrant and dynamic organization of over 400 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

North Van Arts is seeking a person to run our financial services for this bustling organization. This is a part-time, free-lance position and can be managed with other contracts, working both remotely and in North Van Arts' office in lower Lonsdale (days and hours per day flexible).

RESPONSIBILITIES:

- Bookkeeping – currently SAGE 50 cloud accounting software
- Accounts Payable & Accounts Receivable
- Payroll (including monthly CRA reporting, T4 generation, and ROE's)
- Monthly Bank, Online/Point of Sales, Credit card reconciliations
- GST and PST returns, WorkSafe, and other government reporting requirements
- Monthly financial reports, including cash flow
- Year-end reporting with accounting firm
- Annual donor tax receipts
- Annual Charitable return

QUALIFICATIONS:

- 5 years Bookkeeping experience, ideally for non-profit, charitable organization
- Experience with payroll services

SKILLS:

- Skilled in utilizing SAGE 50 cloud accounting software, excel, MS Office, (QuickBooks experience an asset as we might transition next fiscal)
- Familiar with online systems such as Moneris, Stripe, Woo Commerce, AFT banking/payroll services, an asset
- Familiar with non-profit charitable financial reporting protocols (CRA remittance, GST, PST, Charitable return)
- Strong technical skills to streamline systems, including intermediate/advanced excel skills
- Ability to multi-task, evaluate, and manage priorities
- Detail-oriented, thorough, self-motivated, resourceful, and takes initiative
- Excellent organization, communication, and interpersonal skills
- Highly proficient English language skills for in person, phone, and online communications

REMUNERATION: \$35/hr, 24 hours per week

APPLICATION DEADLINE: February 26, 2023

Start date: March 20, 2023

Please submit resume and cover letter to: Nancy Cottingham Powell, Executive Director, jointheteam@northvanarts.ca.

North Van Arts is committed to equity for all prospective employees regardless of national or ethnic origin, religion, gender, sexual orientation, or age. We thank all candidates for their interest, however only those chosen for an interview will be contacted.

335 LONSDALE AVENUE, NORTH VANCOUVER, BC V7M 2G3

604-988-6844 | northvanarts.ca