

JOB POSTING – FINANCIAL AND ADMINISTRATIVE COORDINATOR

Employment Status:	Salaried employee
Hours:	Full-time, 35 hours per week
Compensation:	\$70,000 annually, plus extended health benefits, Municipal Pension Plan, paid vacation, sick time, and professional development opportunities

Organization Description:

Situated on the shores of Lafarge Lake, Evergreen Cultural Centre exists on the unceded, traditional, and ancestral territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil-Waututh, Stó:lō, Qayqayt, Katzie, Musqueam, and Squamish nations in the region known today as the Tri-Cities. Described by the City of Coquitlam as the “cultural jewel in Coquitlam’s Town Centre”, Evergreen Cultural Centre is the premiere venue for live arts events, exhibitions, and experiences in the Tri-Cities. We offer a thrilling season of over 50 performing arts presentations annually in our Studio Theatre alongside education programs, and contemporary art exhibitions in the Art Gallery at Evergreen. We are dedicated to creating an inclusive and accessible community gathering place and invite visitors to immerse themselves in the magic of live performance and visual art.

Job description:

Evergreen Cultural Centre seeks a confident and enthusiastic individual to join our team. This position is responsible for all accounting duties while supporting the Executive Director and the day-to-day functioning of the office. The Financial and Administrative Coordinator’s primary areas of focus will be on maintaining the organization’s records and assisting with establishing and maintaining effective financial, human resources, and administrative systems. This position is ideal for someone who works autonomously, takes ownership of their work, enjoys a diversity of tasks, and possesses a community-based, non-profit mindset.

General Duties, Responsibilities, and Accountabilities:

- Organize and maintain efficient financial record keeping systems
- Review and process all event-related transactions (event settlements, rental invoices, workshop enrolments, box office and concession sales reports)
- Process bi-weekly payroll, calculate and remit pension contributions, oversee benefits administration.
- Ensure all other aspects of payroll are administered including processing T4 slips, issuing Records of Employment, monitoring Canada Revenue Agency tax remittances and any other payroll related matters
- Process and monitor Accounts Payable & Accounts Receivable
- Reconcile Balance Sheet accounts on a regular basis
- Prepare for and facilitate annual audits including verifying all accounting records for accuracy
- Prepare and submit WCB, PST, GST, renter’s insurance, and similar remittances to outside agencies
- Maintain records of capital assets
- Produce financial reports and provide budget preparation support to the Executive Director
- Provide administrative support to the Executive Director and Board of Directors

- Support all departments within the scope of the position with supervisory authority to provide direction on financial matters
- Process mail, order office supplies and related items, and ensure maintenance of office equipment
- Maintain a high degree of confidentiality with respect to financial and Human Resources matters
- Other duties as assigned

Knowledge, Skills, and Abilities:

- A solid understanding of bookkeeping procedures including crediting and debiting appropriate accounts, posting entries to ledger accounts, and reconciling accounts
- Numeric and financial aptitude with exceptional accuracy and attention to detail
- Process focused, with the demonstrated ability to create and implement systems
- General office skills to be able to perform a wide variety of administrative duties
- Ability to multi-task, evaluate, and manage priorities
- Thorough, self-motivated, resourceful, and takes initiative
- Excellent organization, communication, and people skills
- Ability to work under pressure, plan for and meet deadlines
- Honesty and respect for confidentiality
- Possesses a meaningful understanding and genuine commitment to diversity, inclusion, anti-racism, and equity
- A sense of humour and appreciation of the arts

Desired Qualifications:

- Formal training in accounting, payroll, and administration
- Five years' bookkeeping experience, ideally for non-profit, charitable organizations
- Experience processing payroll and maintaining Human Resources records
- Experience with and sound knowledge of non-profit societies; their financial management structure, accountabilities, and reporting protocols
- Solid proficiency with software programs Sage 50, Payworks, and Microsoft Office (we also use sales software Patron Manager, Stripe, and Square)
- Experience with managing Municipal Pension Plan contributions and extended health benefits
- Experience in the arts and cultural sector would be an asset.
- The candidate must be prepared to obtain a valid criminal record check.

Compensation:

- \$70,000 annually commensurate with experience
- Municipal Pension Plan
- Extended health and dental benefits
- Paid vacation
- Professional development opportunities

Website: www.evergreenculturalcentre.ca/

Apply:

We value an inclusive workplace that is reflective of our community, and we encourage applications from members of diverse communities.

Please send your resume, including cover letter by Monday, April 3, 2023 to:

Email: humanresources@evergreenculturalcentre.ca
Address: 1205 Pinetree Way, Coquitlam, BC V3B 7Y3

Ideally, the successful candidate will be available to start work the week of April 24th.

Only those applicants selected for interviews will be contacted.