

Payroll and A/P Clerk

Founded in 1919, the Vancouver Symphony Orchestra (VSO) is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. It has an annual operating budget of \$18 million and performs 150 concerts each year in 16 different locations throughout Metro Vancouver, with its primary home being the historic Orpheum Theatre. The VSO delivers 13 acclaimed education programs reaching more than 50,000 young people annually and operates the VSO School of Music, a state-of-the-art community music school in the heart of downtown Vancouver, welcoming students from infancy to their golden years at all levels of playing ability. In the 2018/19 season, the VSO celebrates its 100th Anniversary and welcomes Maestro Otto Tausk as its new Music Director.

The Finance and Administration department seeks a Payroll and A/P Clerk to join the VSO's accounting team. Working under the supervision of the Vice-President Finance, this person will work independently but should also enjoy working collaboratively with other departments within the VSO. This position will appeal to an individual who is very detail oriented and likes to work in a friendly but fast paced environment. In addition, this individual will work closely with the Artistic Planning and Production Department to process the orchestra and stage crew payroll.

Responsibilities:

- Process payroll on bi-weekly basis for 120+ union orchestra and stage crew members using Payworks.
- Process the VSO School of Music bi-weekly payroll for 40+ faculty and employees using Payworks.
- Preparation of journal entries costing payroll to various performances.
- Preparation of Record of Employments and T4s.
- Correspondence with CRA, Service Canada and other agencies regarding payroll requests.
- Remittance of Union dues to VMA and IATSE locals.
- Tracking of admin staff vacation, banked OT and sick time for both the VSO and VSO School of Music.
- Preparation of Benefit Reconciliations for both organizations.
- Preparation of Statistics Canada Surveys and Reports.
- Accounts Payable – coding invoices and entering them into Great Plains, preparing weekly cheque runs.
- Assist with Guest Artist payments which includes preparation of cheques and T4As.

- Yearly reconciliation of all guest artist accounts with CRA.
- Assistance in various other areas in the VSO accounting department.

Skills/Qualifications:

- Two years of payroll experience, working with an outsource payroll provider is an asset, willing to be trained.
- Excellent knowledge of Excel, Word and Office.
- Knowledge of Great Plains an asset.
- Excellent verbal and written communication skills.
- Ability to work well with others as well as independently.
- Experience working with collective bargaining agreements an asset.
- Familiarity with non-resident withholding tax rules an asset.
- Preference will be given to applicants with an accounting background.

The description summarizes the general nature and level of work expected of the position. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position.

Email cover letter and resume, in either PDF or Word format to employment@vancouverssystemphony.ca by June 10. Please indicate "Payroll and A/P Clerk" in the subject line.

We thank all applicants for their interest in working at the Vancouver Symphony, but only those selected for an interview will be contacted.

Vancouver Symphony Orchestra
500 – 833 Seymour Street
Vancouver, BC V6B 0G4