

Part-time Accountant and Controller - Job Posting



VSO School of Music

Founded 12 years ago the VSO School of Music is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world's great music, the VSOSoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. The school serves all ages and abilities, from newborns through those revisiting music in their later years, as well as providing training to Canada's upcoming generations of performing artists. The School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

The School also features an acoustically isolated performance theatre (Pyatt Hall) and Reception space which sees a wide range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

WEBSITE: <http://vsoschoolofmusic.ca>

Vancouver Symphony Orchestra

Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. Maestro Otto Tausk is the Music Director.

The VSO and the VSO School of Music value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace. We encourage applications from members of all groups experiencing barriers to equity.

Job Description

The VSO School of Music seeks an Accountant Controller to undertake all aspects of financial management, including full cycle accounting, regulatory and financial reporting, budget and forecasts preparation and cash flow projections. Additional responsibilities include maintaining internal control policies and procedures, and financial risk management.

Responsibilities

- Manage all finance and accounting operations
- Prepare and manage the budget and financial forecasts and report variances
- Prepare timely monthly financial statements
- Control of all accounting operations including billing, A/R, A/P, GL, inventory accounting and revenue recognition

- Responsible for month-end and year-end close process
- Collaborate on financial reporting for grants applications
- Control over financial transactions and financial reporting
- Manage and comply with local, provincial, and federal government reporting requirements, and tax filings
- Additional controller duties as necessary

Desired Qualifications and skills

- 3+ years of overall combined accounting and finance experience
- Professional degree in either Accounting, Business Administration or Economics preferred
- CPA or CPA candidate preferred
- Proven work experience as a Financial Controller
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements, annual budgets and cash flow projection
- Experience with creating financial reports for the annual audit
- Experience with general ledger functions and the month-end/year end close process
- Experience with not-for-profit accounting an asset
- Excellent accounting software user and administration skills; knowledge of Sage accounting software an asset

Hours: This is a part-time position (3 days/week).

Remuneration: \$35,000+ annually

Benefits: The VSO and the VSOSoM offer a flexible work environment, partial remote working, extended medical benefits (paid 50% by the employer) and access to VSO programming.

To Apply: Please email your resume and cover letter melissa.duchak@vsoschoolofmusic.ca

Please include "Accountant Controller" in the subject line. Applications will be considered on a rolling basis. The VSOSoM thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

Application deadline: December 16, 2022 or until filled.