



Contract position available for a Finance Manager **13-month Maternity Leave Coverage beginning February 1, 2021**

THE ORGANIZATION

Soulpepper Theatre Company's (Soulpepper) vision is to share vital stories that connect us all. Soulpepper traditionally delivers on that mission by producing a year-round season of over 500 events, including plays, concerts, musicals, festivals and presentations. Soulpepper plays a civic role in our community through free education programs, community conversation series, artist training, environmental sustainability initiatives, and newcomer welcome programs. Soulpepper strives to ensure theatre is accessible to all by offering ASL interpretation, Relaxed Performances, free tickets to arts workers and those under 25 years old, and ensuring a public \$25 ticket price or all our programs. During COVID, Soulpepper has adapted to digital platforms offering free sharable content, including play readings, workshops, interviews, and concerts.

THE POSITION

The Finance Manager oversees and manages the accounting processes for two companies, Soulpepper Theatre Company and the Young Centre for the Performing Arts and delivers general accounting and financial reporting functions for both organizations. The Finance Manager supervises a team of three staff members to ensure the accurate and timely preparation of financial information, including month-end, quarter-end, and year-end closings. The Finance Manager implements and maintains accounting policies, procedures and systems, including the financial database, making recommendations for sustainable processes improvements. The Finance Manager assists with financial planning, budgeting and reporting processes, and takes on special projects as required.

Key Results & Responsibilities:

1. Ensures the delivery of the day-to-day accounting functions by supervising and coordinating the work of the staff responsible for accounts payable, accounts receivable, revenue (including box office settlements), payroll/benefits and general accounting transactions; monitoring accuracy, completeness and timeliness of work. Provides guidance, support and trouble-shooting for the finance staff. Performs Finance staff functions in cases of vacation or illness.
2. Maintains staffing requirements, by recruiting, training, coaching, counselling and evaluating performance of staff. Works with direct reports to establish performance goals and objectives for each year and monitors and advises on progress to enhance professional development of the Finance team.
3. Manages and performs various accounting functions and financial analysis and reporting functions for Soulpepper and the Young Centre, including reviewing, preparing and inputting general journal entries; reviewing monthly bank reconciliations; quarterly analysis and reconciliation of balance sheet and other accounts; and manages group benefits administration.
4. Establishes and achieves deadlines by scheduling and prioritizing workflow; coordinating daily, monthly, quarterly, periodic and annual accounting deadlines; planning for the year-end audits.
5. Manages the year-end audit process, ensuring timely and complete year-end schedules, lead sheets and working papers, drafting Financial Statements and interacting with external auditors during audit fieldwork.
6. Maintains the integrity of financial data by assuming financial database management responsibility, including: maintaining system security and configuration; trouble-shooting problems with IT Department and software vendor staff; maintaining financial report format maintenance, coordinating software needs analysis, implementation, upgrades, conversions and staff training as required.
7. Collaborates with staff in other departments to ensure integrity of financial information by maintaining knowledge of and providing guidance on financial aspects of databases/systems used in those departments and advising on other financial aspects of departmental operations, identifying and



implementing process efficiencies. Provides reports to meet other departments' financial reporting needs and provides assistance with their report design. Monitors and ensures quarterly reconciliations of transactions and balances in the fundraising and ticketing software (Tessitura) to ensure data accuracy, completeness and proper recording in the financial system

8. Maintains and monitors financial controls by implementing and ensuring adherence to accounting policies and procedures throughout both organizations; reviewing existing financial systems and recommending and implementing improvements to productivity and efficiency; receiving and providing financial information and responding to enquiries.
9. Ensures compliance with statutory requirements by preparing or assisting with preparation of periodic statutory returns and reviewing returns prepared by staff, and communicating with external bodies in writing or over the phone as required.
10. Participates in financial planning, reporting, monitoring and forecasting processes by assisting Director of Finance with annual operating budgets and quarterly year-end projections, preparing financial reports and analysis, including cash flow, and other special project/grant budgeting and reporting processes as required.
11. Maintains professional and technical knowledge of Generally Accepted Accounting Principles, payroll legislation, charitable tax legislation etc. by keeping abreast of changes to legislation, reviewing professional publications etc.
12. Contributes to the overall success of Soulpepper and the Young Centre by accomplishing related results as needed.

Knowledge & Skills:

- Superior knowledge of Generally Accepted Accounting Principles and financial management issues in the charitable sector.
- Extensive knowledge of financial database management.
- Superior knowledge of Excel, including advanced formulas, pivot tables and macros.
- Strong knowledge of other software applications such as Word.
- Advanced awareness of payroll and benefits administration and experience with automated payroll systems.
- Knowledge of operating and capital budget concepts.
- Knowledge of Microsoft Nav Dynamics, ADP's Workforce Now and Tessitura an asset
- Strong analytical and problem-solving skills.
- Ability to work as a team member as well as team leader.
- Planning, organizing, multi-tasking and team building; ability to set priorities, meet deadlines and handle a high volume of work.
- Excellent interpersonal skills.
- A passion for the performing arts.

Education & Experience:

- Professional accounting designation (CPA CGA or CPA CMA)
- Five + years accounting experience preferably in the not-for-profit sector; minimum two years supervisory experience.

Remuneration:

- Annual range of \$80,000-\$90,000 commensurate with experience
- 15 vacation days, 5 paid sick days and 5 personal days

**Working Conditions:**

- Performs most duties in a regular office environment however due to current COVID related restrictions, staff are primarily working from home
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends

HOW TO APPLY

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. Soulpepper is committed to providing reasonable accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs.

Soulpepper thanks all candidates for their interest however, will only contact those selected for interviews.

Please send résumé and cover letter as one combined PDF file, detailing how you can contribute to this dynamic not-for-profit arts organization by no later than

December 11, 2020

Please quote **FM21** on the subject line when applying by email.

Email: FinanceManager2021@soulpepper.ca