

Bookkeeper Job Posting – August 2024

Orpheus Musical Theatre is seeking an experienced full cycle bookkeeper, responsible for recording all financial transactions of the theatre as related to accounts payable, accounts receivable, donations, memberships and trade transactions. The successful candidate will enjoy working in a community theatre environment and can meet monthly and annual reporting deadlines for the Managing Director and the Board of Directors.

Duties & Responsibilities – under the general direction of the Managing Director

- Income Tax, CPP and EI premiums – prepares monthly returns and remittance payments
- HST Semi Return – prepares and remits
- T4s for employees and volunteers and send T-4 Summary to Revenue Canada
- Prepare T3010 Charities return to CRA
- Workplace Safety and Insurance return
- Prepare monthly financial reports including YTD budget, Balance Sheet, Income Statement
- Data entry for accounts payable / accounts receivable (e.g. QuickBooks)
- Prepare cheques for signature/remittance as well as online payments
- Monthly bank reconciliation
- Assist with banking applications, as needed (e.g. line of credit)
- Process credit card (CC) batches
- Book/CC account reconciliation
- Year-end audit file preparation; working with auditors to finalize their field work.
- Cash flow projections
- Manage accounts receivable on Member365 (daily batching, monthly reports)
- Manage/input staff payroll, including full-time and part-time salaried positions
- Oversee trade and patron accounts receivable on QuickBooks, Member365, and CanadaHelps respectively.

Skills & Qualifications

- A minimum of five years practical experience in the bookkeeping responsibilities outlined for this position
- A minimum of five years' experience preparing tax returns/remittances/charities returns/T-4 summaries /HST returns
- Demonstrated educational background in the field of accounting
- Superior knowledge of CRA reporting requirements and GAAT principles
- Superior skills in software programs: Quick Books, MS Office 365 (One Drive, SharePoint, Teams, Excel, Word)
- Excellent computer skills with an aptitude for learning new software programs
- Knowledge of Member365 software, or similar membership CRM software is an asset
- Knowledge of third party fundraising platforms (Canada Helps) is an asset

- Lively, engaging and dynamic personality, with superior communication and interpersonal skills
- A “self-starter” with demonstrated time management, problem solving and creative thinking skills
- Knowledge of live theatre is an asset
- The ideal candidate will remain flexible with duties and requirements in collaboration with the Managing Director

Term: Contract; 1 year term with possibility of extension. Immediate Start.

- This position is based remotely. Some on site hours may be required at Orpheus Musical Theatre, 17 Fairmont Avenue, Ottawa, ON K1Y 1X4.
- 6 - 10 hours/month
- Rate of pay is negotiable and commensurate with experience.
- Due to the nature of volunteer organizations and the live theatre industry, some evening and weekend may be required.

Submission Instructions

Please submit a Cover Letter and CV in a single PDF document **no later than Friday, September 20, 2024 at 5:00pm** to

J.T. Morris
Managing Director
Orpheus Musical Theatre
17 Fairmont Avenue, Ottawa, ON K1Y 1X4
Email: jt@orpheusmusicaltheatre.ca

Only those selected for an interview will be contacted.

Inclusive Hiring Statement

Orpheus Musical Theatre is committed to fostering an inclusive, equitable, and accessible selection process and work environment. We encourage applications from qualified individuals who reflect the diverse talents and backgrounds of the communities we serve. We strongly invite individuals from equity-seeking communities and those with intersecting identities to apply. Throughout the hiring process, Orpheus will actively provide accessibility accommodations and is dedicated to creating a workplace free from discrimination and harassment. Please inform us of any accommodations you may need to facilitate your application.