

## Accounting Administrator

The Visual Arts Centre is looking to hire an **Accounting Administrator**. Would you like to work in a thriving cultural centre? Contact us now! Apply to [emploi@centredesartsvisuels.ca](mailto:emploi@centredesartsvisuels.ca) by February 10, 2025, with your CV and cover letter—the start date is ideally April 7, 2025.

### About the Visual Arts Centre:

The Visual Arts Centre is comprised of the School of Art, the McClure Gallery, focused on contemporary art, and ARTreach, a community art outreach program. We have been part of Tiohtià:ke - Mooniyang - Montreal's artistic community for nearly 80 years.

### Position Summary:

The Accounting Administrator plays a vital role in providing financial leadership to the team and overseeing the financial and operational functions of the Visual Arts Centre. This position is responsible for bookkeeping, financial reporting, payroll processing, and various administrative tasks to ensure smooth day-to-day operations.

### Conditions of Work:

- Full-time position
- 30 hours per week, flexible working hours, on-site primarily.
- Salary: \$42,000-\$54,000 annually, depending on experience
- This position reports to the Executive Director

### Key Responsibilities:

#### *Financial Management*

- Collaborate with the Executive Director to develop the annual budget, ensuring it aligns with organizational goals, and prepare it for review and input by the Treasurer.
- Prepare quarterly financial statements for the Treasurer, ensuring accuracy and clarity, and provide any additional financial information requested by the Treasurer.
- Manage accounts payable and accounts receivable, including reconciling accounts.
- Maintain petty cash and process petty cash disbursements.
- Record daily registrations and update financial records in QuickBooks and Excel.
- Prepare and deposit daily bank transactions.
- Prepare and process payroll, including direct deposits and updates to employee records.
- Generate financial reports, including cash flow updates and bank reconciliations.
- Manage GST/QST and DAS remittances and ensure accurate filing and payments.
- Prepare and distribute T4s, T4As, and Relevé 1s annually.

#### *Administrative Tasks*

- Record and track staff sick and vacation days.
- Maintain accurate records for employment contracts and semester registrations.
- Assist in the preparation of year-end files and reports for auditors.
- File mandatory reports for CNESST, annual Charity Return, and subsidy applications.
- Support grant applications and prepare required documentation.

### *Operational Support*

- Maintain the existing system for dividing and assigning costs between programs (e.g., gallery and art school) to enhance accuracy in financial reporting and support more effective budgeting and strategic decision-making.
- In collaboration with the Administrative Director, oversee the financial components of the website, ensuring accurate integration and processing of registration payments and other related transactions.
- Assist with semester setup, including new payroll summaries and registration schedules.
- Address day-to-day operational issues with team members and offer financial considerations and recommendations.

### **Qualifications:**

- Diploma, certificate or degree in Accounting, Finance, Business Administration, or a related field.
- Certification in bookkeeping (e.g., Certified Professional Bookkeeper (CPB)) is an asset.
- Minimum of 2-3 years of experience in bookkeeping, accounting, or financial administration.
- Experience in a non-profit, arts organization, or small business environment is preferred.
- Proven experience managing payroll systems, tax remittances, and year-end reporting.
- Proficiency in QuickBooks (or other accounting software), Microsoft Excel (including advanced formulas, data tracking, and reporting) and other financial tools.
- Familiarity with payroll tools and online banking platforms.
- Knowledge of financial reporting and remittance processes (such as GST/QST, DAS, and Charitable Returns).
- Competency in Microsoft Word, FileMaker, or other database management tools.
- Bilingual: French and English (spoken and written).
- Exceptional attention to detail and a high level of accuracy in financial records and reporting.
- Strong time management and organizational skills to manage multiple tasks and deadlines.
- Effective problem-solving skills to analyze and resolve financial discrepancies.
- Excellent communication skills to explain financial processes to staff, management, and board members.
- Ability to work independently while collaborating as part of a small team.
- Demonstrated ability to maintain confidentiality and handle sensitive financial information with professionalism.
- Adaptability and willingness to work in a dynamic environment with shifting priorities.
- Interest or experience in working within an arts and cultural environment is an asset.

### **Why choose the Visual Arts Centre?**

- The Visual Arts Centre is an engaged community of members run by a small,

dynamic team.

- We are located in a vibrant and easily accessible neighbourhood.
- The VAC offers an inclusive and supportive working environment.
- We offer staff flexible working hours and vacations, paid training, and the opportunity to take free courses at the Centre.
- The VAC has a history of promoting staff internally and offers mentorship.
- We believe in collective decision-making, and clear and deliberate communication (work email and person-to-person discussion rather than messaging applications)
- We value experimentation and thoughtful discussion over urgency and reactive decision-making.
- We are constantly working to create a better Arts Centre for all involved.

### **Employment Equity:**

The Visual Arts Centre is aligned with the principles of Employment Equity which aims to correct systemic barriers to employment and promote the accommodation of designated groups in the workforce. Employment Equity encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that Employment Equity requires special measures and the accommodation of differences for the four designated groups in Canada. The four designated groups include women, Indigenous peoples, persons with disabilities and members of visible minorities, with the addition of a fifth group, members of the LGBTQ2+ community.

For more information on Employment Equity, please consult Employment and Social Development Canada, or contact us by email at [info@visualartscentre.ca](mailto:info@visualartscentre.ca) We encourage applicants who consider themselves members of the aforementioned designated group to self-identify in their application.