



For 51 years, The Cultch has presented unforgettable theatre, dance, circus and music, bringing world-class local, national and international presentations to thousands of patrons each year. In addition, we have a vibrant rental clientele and a unique Youth Program, extending our community reach. Located just off Commercial Drive, The Cultch is also a great place to work. Our team members include people like you - enthusiastic, innovative, passionate, detail-oriented and energetic who have a love and knowledge of the contemporary performing arts in all forms and delight in sharing this passion.

The Cultch operates three theatres: the Historic Stage and Vancity Culture Lab at The Cultch on Venables Street and the York Theatre on Commercial Drive. We believe you'll find our high-performance culture personally fulfilling, professionally challenging and artistically rewarding. Join our team and share our vision of a future filled with the best that contemporary art has to offer.

OVERVIEW

Reporting to the Executive Director the Bookkeeper is responsible for transactional accounting and payroll for The Cultch.

Duties and responsibilities

- Perform full cycle accounting and month-end closing
- Prepare monthly balance sheet and income statement from reconciliations
- Prepare, submit and post bi-weekly payroll including all union dues, benefits, and RRSP deductions, all input, balancing, and maintenance
- Other payroll related activities including ROE, filings, T4, T4A, T4A-NR T5 etc.
- Monitor corporate credit cards, including organizing receipts, coding and entering
- Get approval for and reconcile invoices
- Record bank transactions and prepares bank reconciliations
- Prepare monthly remittance for union employees for RRSP, union dues, and Health and Welfare
- Complete accounts payable coding, entries, balancing, and cheque runs
- Complete accounts receivable invoicing, balancing, cash receipts, and remittances including monitoring of outstanding accounts
- Pay invoices/contracts via cheque, e-transfer or wire transfer as required
- Reconcile tips, floats, petty cash and other cash instruments.
- Prepare bank deposits and online deposits
- Post all transactions
- Prepare accounts breakdown



- Complete daily box office sales and general ledger entries from Spectrix
- Periodically reconcile donations and ticket revenues between GL and Spectrix
- Calculate royalty payments
- Ensure POS transactions are properly recorded in the GL and reconciled (GL to POS)
- Prepare external financial reports to government and agencies and ensure compliance with payroll, including WCB, PST, GST and EHT
- Prepare and submit gaming and CRA charitable reports
- Assist with financial reporting to funders
- Lead the year-end audit process
- Prepare reports for board of directors and senior management
- Assist with monthly cashflow projections
- Manage employee insurance and benefits plans and benefits records
- Maintain Chart of Accounts
- File Accounting documents
- Other duties as assigned

Skills and Competencies

- Proficient in Excel, Sage 50, Quickbooks or other accounting software
- A high level of attention to detail
- Highly organized
- Ability to manage multiple priorities
- Strong financial management skills

Qualifications

- Minimum three years experience working in an accounting role
- Post secondary education, Commerce, Accounting or equivalent
- Familiarity with Dayforce (Ceridian), Spectrix (CRM) and Revel is an asset
- Previous experience in an arts organization is an asset.

DEADLINE FOR APPLICATIONS: Sunday, November 3, 2024

START DATE: As soon as possible

LOCATION: This position primarily works at our offices on Venables Street in Vancouver. This is an in-office position with occasional remote work available.

1895 Venables Street
Vancouver, BC V5L 2H6

Box Office. 604-251-1363
Admin. 604-251-1766

THECULTCH.COM

UNIQUE, DIVERSE, INTIMATE



HOURS OF WORK: There is a three month probationary period, after which the position is permanent part-time with a minimum of 24 hours per week. Additional hours, upon approval by the Executive Director, will be required on occasion, depending on the workload.

REMUNERATION: \$35 / hour + 4% holiday pay. An extended health and dental plan is available after the probationary period is successfully completed.

JOB CONTACT INFORMATION:

If this sounds like you, please send your application and cover letter with your availability and references to hire@thecultch.com with "Bookkeeper" in the subject line.

The Cultch is committed to an accessible, safe, and inclusive environment. We respect, value and celebrate the diverse experiences of each person and actively encourage everyone to consider joining our team. If you need assistance or have questions at any stage of the application process, please do not hesitate to reach out. Applications from equity-seeking groups are particularly encouraged. Accommodation will be provided throughout the recruitment process to applicants with disabilities.

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