

# Manitoba Theatre for Young People

Job Title: Accountant

Reports to: General Manager

Category: Permanent, full-time

## Primary Duties and Responsibilities

The Accountant is responsible for all accounting functions of the organization as well as assisting in implementing and maintaining accounting policies, controls and systems for the efficient operation of the organization's accounting needs. The position also provides support to the General Manager and other department heads in the preparation and development of various internal and external reporting documents. Additionally, the Accountant supports operational functions such as human resources and general office management as designated by the General Manager. The Accountant's responsibilities include, but are not limited to the following:

### Financial and Accounting:

- Accurate and safekeeping of all financial transactions.
- Receipt and deposit of all income.
- Payment of accounts payable.
- Data entry including accounts receivable, income, accounts payable and general ledger journal entries.
- Monthly reconciliation of general ledger, accounts receivable, accounts payable, credit card(s), CRM box office and theatre school transactions (currently Theatre Manager) and all bank accounts.
- Prepare monthly financial statements and cash flow reports.
- Monitor budgets and assistance in creation of same.
- Prepare Canada Revenue Agency forms and remittances.
- Prepare reporting for and support of the annual year-end audit.

### Human Resources

- Payroll preparation, processing and administration.
- Prepare and issue applicable Statement of Fees for independent contractors
- Review, approval and distribution of T4s and T4As.
- Maintain familiarity with provisions and requirements of contractual obligations as per agreements that MTYP may enter into from time to time with individuals, unions or other associations.
- Support the General Manager in review and updating of human resource policies as they pertain to federal or provincial legislated requirements.

### Administrative

- Preparing financial and statistical reporting as may be required by private and public funders.
- Filing and record keeping of financial, contractual and human resources documentation
- Invoicing for all rental contracts.

- Supporting the Box Office Manager with ordering and overseeing inventory of office supplies.
- Supporting Department Heads with budget reconciliation, payables tracking and provision of monthly reports on actuals YTD.
- Maintains familiarity with rules and regulations as they pertain to CRA (GST, Payroll), federal and provincial employment legislation.

#### Other

- Other duties as may be reasonably assigned by the General Manager or Artistic Director.