

Goh Ballet Academy Canada
Job posting: Senior Accounting Associate

Goh Ballet Academy achieves the highest levels of professionalism in classical ballet training and performance productions while supporting its students' passion for dance and dedication to their art. With steadfast commitment for over 40 years, Goh Ballet offers vibrant, innovative, and diverse dance educational experiences to students, taught by award winning instructors.

We are currently looking to hire a full time Senior Accounting Associate who will work closely with the Director, Business Manager and Administrative team to manage all accounting responsibilities for Goh Ballet Academy Canada. The position also encompasses some administrative responsibilities for Goh Ballet Inc. and Goh's affiliated companies.

Core responsibilities:

- Maintenance and management of Academy's class schedule
- Bank account reconciliations
- Daily reconciliations of all credit card sales with external credit card processors and follow up / resolve discrepancies
- Management of all vendor AR and AP, including expense reimbursements and reconciliation of receipts
- Monitoring of AR of tuition and academy fees through Jackrabbit Class
- Set up and maintain accounting systems, ensure compliance with Canadian Tax Act and other applicable financial laws
- Post monthly journal entries and account reconciliation
- Process and post payroll for salaried employees
- Track hours of hourly employees and independent contractors
- Process pay for independent contractors
- Keep accurate and up-to-date GST, PST and Shop sales records for annual filing
- Produce revenue and expenses reports, provide analysis of operations and contribute to improving operations, management of expenses, and revenue streams
- Ensure Goh Ballet is compliant and up-to-date with educational institution designations, including PTIB status & EQA reporting, re-certification, student contracts and maintaining the archives for auditing purposes
- Keep up-to-date with Worksafe BC regulations and advise Senior Management of required changes or updates to workplace safety policies

Education and Experience

- Minimum Bachelor's degree in Accounting
- Minimum 5 years experience as an accountant
- Experience with full cycle accounting a must
- Experience with Sage50 and Microsoft Office suite would be an asset.
- Experience in office and administrative operations and comfortable dealing with day-to-day administrative needs including answering inquiries and delivering exemplary customer service
- Basic understanding of CRA & payroll regulations
- Previous experience in accounting for an educational institution an asset
- Previous experience in an Arts or educational organization an asset

A successful candidate will be:

- Detail oriented, adaptable & creative.
- A self starter who can work with minimal direction.
- Comfortable in an active workplace within a diverse and creative team
- A great communicator and at ease in a forward-facing role and interacting with the public

Qualified applicants must have ability to demonstrate and maintain a professional demeanor in all situations as well as be able to keep confidential information and show exemplary judgement when managing delicate situations that may involve parties with conflicting priorities. Work schedule is 5 days per week (4 weekdays and Saturday) May occasionally be required to work evenings.

Remuneration: \$60,000+ Dependent on experience.

Benefits: paid vacation and sick days, time off in lieu

Start date: as soon as possible

This position is an in-office position at Goh Ballet's Vancouver location.

Please email a resume and cover letter to Tracie Yee, Production & Business Manager

(tyee@gohballet.com). Subject Header: Senior Accountant position. All applications will be reviewed. We thank you for your interest and will only be contacting qualified applicants. No phone calls please.

Goh Ballet is committed to employment equity through a process which identifies and eliminates any discrimination in the organization's employment procedures and policies. We encourage applications from qualified individuals who identify as LGBTQ2+, First Nations, Inuit & Métis, people of colour, and people with disabilities.

The position will remain open until it is filled.