

## **Goh Ballet Academy Canada**

**Job Title:** Accounting & Operations Manager

**Location:** Vancouver, B.C.

Goh Ballet Academy is one of Canada's pre-eminent ballet training institutions, with an enviable international reputation for excellence. Established in 1978, the Academy is now under the direction of Chan Hon Goh, former Principal Dancer of the National Ballet of Canada. People are at the heart of our success. We are passionate about bringing great dance experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realize their full potential.

### **POSITION OVERVIEW**

Reporting to and working with the Director, the Accounting & Operations Manager will oversee all day-to-day accounts activities and business operations. If you are at a stage in your career where you are ready to leverage your accounting background and step into a leadership position to make an impact at Goh Ballet, then we look forward to hearing from you.

### **CANDIDATE DESCRIPTION**

For this role, we are seeking an experienced accounting professional who understands the complexity of running a small business. As the ideal candidate, you are recognized for contributing to a financially strong businesses where the facilities are well run, and the administrative staff are mentored. An entrepreneur at heart, this role is more than a job; it is a passion for you and the ability to contribute to the arts community. We are looking for a candidate with a strong accounting background who has exceptional work ethics to actively innovate and improve current systems. Other qualifications include:

- Strong financial literacy: Experience with full cycle accounting a must. Understanding of CRA & payroll regulations.
- Post-secondary degree in a related field: accounting, business administration, arts administration.
- 5 + years of managerial and/or operations specific role ideally within an arts environment. Minimum 3 years' experience as an accountant.
- Proven ability to problem-solve and think creatively to develop unique and effective solutions.
- Excellent verbal and written communication skills.
- Ability to work in a fast-paced environment.
- Comfort with cloud-based software applications such as Sage 50, MS Office Suite, G-Suite
- Comfort with the administration and monitoring of cloud-based storage systems
- Experience with data management, administrative processes and knowledge of administrative principles and best practices.
- Previous experience with a student and client database system such as MindBody or Jackrabbit Class an asset.
- Excellent customer service mindset and the ability to deliver to a high standard of competence.
- The ability to work well under pressure and a proven ability to prioritize, manage and meet conflicting deadlines.

### **DUTIES**

#### **Accounting:**

- Set and manage annual budget for various programs and opportunities.
- Oversee banking and payroll, including all deposits & expenses.
- 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 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 monthly revenue and expenses reports, provide analysis of business operations and contribute to improving management of expenses, and revenue streams.
- Produce general ledgers for year-end tax filing.
- 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 WorkSafeBC BC

#### **General Responsibilities:**

- Improve operational systems, processes, and policies in support of Goh Ballet’s vision and mission.
- Play a significant role in long-term planning, including initiatives geared toward operational excellence and the expansion of Goh Ballet.
- Oversee overall financial management, planning and payroll.
- Develop and implement key recruitment initiatives.
- Fundraising: Oversee all partnerships and sponsorship ties to the fundraising annual plan.

#### **Administrative Responsibilities:**

- Oversee all HR Management and execution including employment contracts and admin support as well as problem resolution pertaining to staff, students, parents and/or volunteers with consistent reporting to Director on higher risk issues.
- Support to colleagues. These tasks could include but are not limited to:
  - Annual recruitment targets and retention
  - Fundraising initiatives
  - Ensuring compliance with applicable human resource files
  - Developing, recommending approval and maintaining staff hours and schedules

### **SALARY & BENEFITS**

- Salary: Dependent on experience.
- Paid vacation and sick days, time-in-lieu.
- Travel
- Start Date: Immediate.

### **APPLICATION**

In your application, please send your resume/CV and a cover letter expressing why you are the right person for this job and indicate your salary expectations. **Please email [positions@gohballet.com](mailto:positions@gohballet.com). Subject Header: Application for Business & Operations Manager.** All applications will be reviewed and considered. We thank you for your interest in this position; however, we will only be contacting those selected for interviews.

*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 color, and people with disabilities. The position will remain open until it is filled.*