

Goh Ballet Academy Canada

Job Title: Business Operations and Finance Manager

Position: Full-Time, On-Site

Location: Vancouver, B.C.

Goh Ballet is seeking a Business Operations and Finance Manager for its location in Vancouver, BC.

Goh Ballet Academy Canada stands among the country's most respected institutions in classical ballet training. Since 1978, it has proven a standard where discipline and artistry are held in equal regard. Under the direction of Ms. Chan Hon Goh, C.M., D.Litt., the Academy continues to advance with thoughtful purpose. As its work deepens and its presence expands, it calls for a refined internal foundation that upholds its standards with care.

THE OPPORTUNITY

Reporting to the General and Artistic Director, the Business Operations and Finance Manager play a central role in managing both the financial infrastructure and the operational systems of the organization.

This position is responsible for **executing full cycle accounting** with precision, while also **strengthening administrative processes**, guiding staff in operational consistency, and building systems that support a dynamic and growing environment.

This is a role for an individual who values structure, takes ownership, and brings both discipline and initiative to their work.

KEY RESPONSIBILITIES

Financial Management

- Execute all aspects of full cycle accounting including accounts receivable, accounts payable, payroll, and reconciliations
- Manage tuition billing, collections, and revenue tracking across all programs
- Complete month-end and year-end processes with accuracy and timeliness
- Maintain general ledger integrity and prepare financial reports for leadership
- Ensure compliance with CRA, payroll, GST and PST requirements
- Monitor financial records with consistency and attention to detail

Operations and Systems Management

- Build and refine administrative and financial systems across the organization
- Establish clear workflows for finance, administration, and reporting
- Guide staff in maintaining consistent operational practices
- Identify inefficiencies and implement structured, practical solutions
- Strengthen use of internal platforms including student databases and reporting tools
- Maintain a well organized and dependable operating environment

Administrative and Organizational Management

- Oversee day to day administrative coordination related to finance and operations
- Guide staff with processes, timelines, and internal systems
- Ensure documentation, records, and communications are maintained with clarity
- Uphold a culture of accountability, professionalism, and care

Business and Development Management

- Provide financial insight to inform planning and decision making
- Assist in monitoring program performance and sustainability
- Contribute ideas that support thoughtful growth and operational improvement
- Participate in initiatives that strengthen the organization's impact and reach

CANDIDATE PROFILE

You bring both structure and initiative. You are grounded in accounting yet motivated by the broader operation of a business.

You take pride in building systems that allow others to work with confidence. You understand that strong internal practices create space for meaningful work to take place.

You are steady, thoughtful, and open to new ideas.

Qualifications

- 3 to 5 years of full cycle accounting or finance experience
- Strong knowledge of Canadian accounting and payroll regulations
- Experience with Sage, Dayforce, or similar systems
- Proficiency in Microsoft 365 and Google Workspace

Capabilities and Attributes

- Strong administrative and organizational skills
- Experience building or improving operational systems
- Ability to guide staff with clarity and consistency
- Detail oriented with a disciplined approach to financial processes
- Entrepreneurial spirit with a willingness to contribute beyond defined tasks
- Genuine care for the art form and the community it serves
- Open mindset with interest in contributing to impactful work

COMPENSATION

- **Salary Range:** \$75,000.00 - \$85,000.00 (Aligned with experience.)
- Paid vacation and wellness package
- Opportunity to grow alongside the organization

APPLICATION

Please submit your resume and a cover letter outlining your experience in accounting, operations, and systems development.

Email: Support@GohBallet.com

Subject Header: Business Operations and Finance Manager Application

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.