

Goh Ballet Academy Canada

Job Title: Accounting Officer

Position: Full-Time, On-Site

Location: Vancouver, B.C.

Goh Ballet is seeking an Accounting Officer for its location in Vancouver, BC.

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 the Director, the **Accounting Officer** holds primary responsibility for the full cycle of accounts receivable and the oversight of day-to-day accounting activities. This role ensures the accurate and timely processing of all billing transactions, including invoicing, receipts, deposits, refunds, and adjustments.

A central mandate of the position is the active monitoring of customer accounts, maintaining clear records, and conducting consistent follow-up on outstanding and overdue balances. The Accounting Officer is also responsible for the regular reconciliation of customer subledgers to the general ledger accounts receivable balances, ensuring integrity, accuracy, and transparency of financial records.

In addition, the role contributes to continuous improvement by identifying efficiencies, providing informed feedback, and supporting enhancements to billing and receivables processes.

CANDIDATE DESCRIPTION

You are dependable, adaptable, and responsible. You are well organized and have great attention to detail. You are analytical and disciplined in your bookkeeping process. You will be responsible for creating and delivering management information reports & monthly reports so the team can run the business effectively efficiently and profitably.

For this role, we are seeking a **Full-Time (On-Site) full-cycle Accounting Officer** who understands the complexity of running a small business. As the ideal candidate, you are recognized for contributing to a financially strong business where the facilities are well run, and the administrative staff are supported. We are looking for a candidate who has exceptional work ethics to actively improve current systems.

Other Qualifications Include:

- Minimum 3+ years of full cycle bookkeeping experience
- Proficiency and experience with accounting and payroll software (i.e. Sage 50, Ceridian, Dayforce)
- Proficiency with cloud-based productivity office suites (i.e. Microsoft 365, Google Workspace)
- Experience working with cloud-based storage systems (i.e. DropBox, Google Drive)
- Understanding of CRA, Payroll & GST/PST regulations
- Experience filing respective financial reporting with WSBC and EHT, T4, ROE, T2202

- Experience with data management, administrative processes and knowledge of administrative principles and best practices
- The ability to work well under pressure and a proven ability to prioritize, manage and meet conflicting deadlines
- Strong ability to multitask in a fast-paced environment
- Excellent communication skills (verbal and written)
- Self-starter, ability to work independently with minimal supervision
- Previous experience with client /student database systems (i.e. MindBody and JackRabbit) an asset

DUTIES

- Oversee banking and process payroll, including all deposits & expenses
- Onboard and setup new employees on the payroll systems
- Reconcile bank account and company credit card
- Daily reconcile all credit card sales with external credit card processors and follow up / resolve discrepancies
- Manage all AR and AP, including reconciliation of receipts and expense reimbursements.
- Monitor AR of tuition and academy fees through Jackrabbit
- Maintain accounting systems, ensure compliance with Canadian Tax Act and other applicable financial laws
- Post journal entries and account reconciliations
- Process and post payrolls for all employees and independent contractors
- Track hours of hourly employees
- Keep accurate and up-to-date GST, PST and Shop sales records for annual filing
- Produce general ledgers for year-end tax filing

SALARY & BENEFITS

- **Salary:** Dependent on experience.
- Paid vacation, wellness package, and time-in-lieu.
- **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

Subject Header: Accounting Officer 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.