

We're Recruiting For...

Finance Manager

Confederation Centre of the Arts is a multi-disciplinary arts organization founded in 1964 with the mission to inspire Canadians through heritage and the arts while celebrating the origins and evolution of Canada as a nation. Programming at the Centre, through the art gallery, several theatres, arts education and outreach activities, celebrates Canada's cultural diversity and reflects the country's national values.

Reporting to the Chief Financial Officer, the Finance Manager will be a self-motivated, analytical individual who is eager to learn and grow within the organization.

Primary responsibilities include:

- All aspects of monthly financial reporting including preparation and posting of month end journal entries, account reconciliations, and preparation of financial reports for CCOA Trust and Foundation
- Preparation and analysis of monthly financial reports for departmental managers
- Preparation and remittance of HST filings, and other information reporting as required
- Preparation of operating and capital grant reporting
- Analysis of financial statements, including variances to budget/forecast
- Preparation of yearend audit files
- Assist in preparation of grant applications
- Assist in preparation of budgets and forecasts

The ideal Candidate will have:

- Bachelor's degree in Business/Accounting
- CPA designation or equivalent experience
- 3- 5 years of experience in financial accounting
- Demonstrated knowledge/experience with fund accounting
- Effective communication skills (both oral and written) with the ability to interact with multiple departments and all levels of the organization
- Strong organizational and problem solving skills with a demonstrated ability to handle and prioritize multiple ongoing/overlapping projects and tasks
- Exceptional attention to detail, dedication, and a high degree of confidentiality
- Strong working knowledge of Microsoft Excel

The following will be considered an asset:

- Knowledge of, or previous experience working in the Arts, particularly Theatres, Art Galleries, Museums, or Arts Education
- Bilingualism (French/English)



CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

145, rue Richmond,
Charlottetown Î.-P.-É.
Canada C1A 1J1

confederationcentre.com

145 Richmond Street T (902) 628.1864
Charlottetown P.E.I. F (902) 566.4648
Canada C1A 1J1

How To Apply

By email to the attention of Jodi Zver, Chief Financial Officer at jzver@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: 12pm Noon Friday, July 17, 2020