

Western Canada Theatre is seeking a detail-oriented, qualified individual to serve as ACCOUNTING CLERK. The Accounting Clerk is responsible for the accurate and timely entry of financial data for WCT, the Kamloops Live! Box Office and Sagebrush Theatre. Under the leadership of the Finance Manager, duties include payables, receivables, banking and payroll.

The ideal candidate has an accounting certificate or similar, with 2-5 years of experience. The successful candidate will have an extensive knowledge of manual and computerized accounting systems, and has experience using Microsoft Excel and Adagio accounting software.

The successful candidate is self-motivated, self-directed and able to work within a dynamic, fast-paced, and creative environment. Experience in an arts or non-profit organization is an asset. A valid driver's license and access to a vehicle on a daily basis is an asset.

This is a permanent full-time position, 40 hours per week, with some evening and weekend work required.

Work schedule is Monday through Friday, with some evening & weekend work required. Approved overtime is banked and taken as time off in lieu. Employment is subject to the WCT Employee Handbook and other related employment policies.

Starting salary range is \$35-40,000, commensurate with experience and education. WCT is pleased to offer a generous benefits package, flexible work schedule, ticket benefits and more. Though we have a flexible hiring timeline, an ideal start date would be early-April, 2019.

Kamloops is our home, on the traditional unceded territory of Tk'emlúps te Secwepemc, and is a great place to live and work. We offer you the opportunity to thrive in a city that boasts a reasonable cost of living, gorgeous terrain, active lifestyle, and of course, the sunny weather of BC's southern interior. For more information visit Kamloops.ca

Interested applicants should submit a cover letter, résumé and references by:

Monday, April 8, 2019, at 12:00pm (Pacific Time)

Attention: Ron Thompson

Finance Manager

careers@wctlive.ca

Western Canada Theatre is committed to diversity in the workplace and we encourage all qualified candidates to apply, and to self-identify if they so choose. Due to the volume of submissions, we thank all who express interest in this position; only those selected for an interview will be contacted.

About WCT

Since 1975, Western Canada Theatre has been producing innovative, entertaining, and educational theatre for audiences in Kamloops, throughout the British Columbia southern interior, and across Canada. We have grown into one of the largest producing theatres in BC and have had a remarkable impact on the national theatre landscape: producing premieres of important new Canadian and Indigenous work, training some of Canada's finest theatre professionals, and showcasing our work and our artists across the country through touring and co-productions.