

Western Canada Theatre is seeking an ACCOUNTING OFFICER to play a vital role on WCT's finance team. Our Finance team works at the heart of this vibrant community-minded, professional arts organization. Within a creative and collaborative working environment, WCT offers opportunities for your personal and career growth.

The Accounting Officer 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 will be assigned to meet the organization's goals. Areas of focus may include payables, receivables, banking, payroll and/or reporting.

The successful candidate is self-directed and able to work with evolving responsibilities and duties.

Required qualifications:

- A mix of experience and education will be considered: an accounting certificate (or equivalent), plus hands-on experience in the field. While we prefer experience in the non-profit sector, all prior accounting experience will be considered.
- Working knowledge of manual and computerized accounting systems (Adagio preferred)
- Proficient with the Microsoft suite of products, especially Excel

Also an asset:

- Experience in an arts or non-profit organization
- A valid driver's license and access to a vehicle on a daily basis

This is a permanent full-time position, ideally Monday-Friday, with some flexibility in work hours that will include evenings and weekends. Salary range is 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-May 2019. Employment is subject to WCT's staff employment policies. The successful candidate must be able to legally work in Canada and provide a satisfactory criminal records check prior to commencing work.

Interested applicants should submit a cover letter, résumé, references and salary expectations to:

Ron Thompson, Finance Manager

careers@wctlive.ca

Applications will be reviewed as they are received, beginning on April 30, 2019

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 BC's 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.

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.