

JOB POSTING



Position: Accounting and Administrative Assistant – Full Time

The Port Theatre is a municipally-owned facility operated by the non-profit Port Theatre Society. Its mandate is to stimulate and enhance artistic, cultural and economic activity in the Central Vancouver Island region. Over 280 events are held in the theatre each year, attracting close to 110,000 patrons. The successful candidate will work in a very active, and at times, challenging environment.

Responsibilities:

Assist the Finance Officer (50%) with financial duties including accounts payable and receivable, government remittances and reports, bank reconciliations, payroll, show settlements, various account reconciliations, inventory control and other additional financial duties as required. Assist the Administrative Assistant (50%) with administrative duties. This position is an integral part of the Port Theatre team, working closely with other departments including Front of House, Technical Services, Ticket Centre, and Marketing. The successful candidate will be a collaborator and communicator, able to clearly share information with staff and external contacts. Maintaining confidentiality is crucial for this position. To be successful in this position a high degree of attention to detail is required.

Qualifications:

- Organization and time management skills to meet deadlines
- Excellent communication skills, both written and verbal
- Excellent customer / client service skills
- Highly organized, an agile learner and detail oriented
- Experience working with QuickBooks
- Thorough working knowledge and proficiency with MS office and a high level of competency in a PC network environment
- Experience with Pixel Point and Theatre Manager would be an asset
- A team approach to the workplace with strong self-motivation
- Completion of level 2 of CPA accreditation or comparable bookkeeping courses required

The position is available as of December 2017.

Application deadline: Monday December 11, 2017 at 5pm

Please submit cover letter and resume to:
Karen Harrison, Finance Officer
The Port Theatre
125 Front St
Nanaimo B.C. V9R 6Z4
Fax: 250-754-4595
kharrison@porttheatre.com

Only those candidates selected for interview will be contacted.