

ALBERTA THEATRE PROJECTS

JOB POSTING — FINANCE & BUSINESS MANAGER

WHO WE ARE LOOKING FOR

You have a passion for world class contemporary theatre, you are looking for a culture where you can be a detailed, proactive, collaborative leader in our community. Our greatest strength is our team and if this key leadership role resonates with you, come and work with us.

Alberta Theatre Projects (ATP) is seeking a dynamic Finance & Business Manager to help guide financial decisions in our organization. This role provides a great opportunity for someone to be successful in monitoring, coordinating, and maintaining accounting and budgeting operations and providing support in the future financial and strategic planning of ATP in partnership with the Executive Management team.

ABOUT THE COMPANY

ATP is a creator, curator and presenter of diverse and resonate stories. These are told by many unique voices, that promise to provoke as much as they entertain. We create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

This is a very exciting time in the history of ATP as we look to the future of how our company can continue to be a national leader in new play development, producing and presenting world class productions of contemporary theatre that engages our community by reflecting their stories on stage.

KEY ACCOUNTABILITIES

- Guide financial decision-making by making recommendations for increased efficiency.
- Coordinate daily accounting operations and maintain financial records and systems with a high level of attention to detail.
- Develop and employ predictive models and financial analyses to engage in strategic planning processes with senior leadership team.
- Monitor financial condition by performing cash flow analyses, conducting internal audits, and preparing accurate financial statements and reports.
- Communicate with external auditors to prepare annual financial statements and returns.
- Complete and file all annual and quarterly returns.

ALBERTA THEATRE PROJECTS

JOB POSTING — FINANCE & BUSINESS MANAGER

- Assist in the preparation and oversight of annual operating, foundation and capital budgets, and ensure stable cash-flow practices by scheduling expenditures and analyzing variances.
- Assist with Finance committee and attend Committee and Board Meetings when required. Prepare accurate financial information for Alberta Theatre Projects and Alberta Theatre Projects Development Foundation.
- Ensure compliance with federal and provincial requirements, and communicate with senior leadership team and/or legal counsel on necessary actions.
- Establish strong finance policies, procedures and internal controls and ensure compliance across the organization.
- Manage payroll, insurance and vendor contracts including T4 preparation, record of employment, Workers Compensation and regular remittances to unions and associations.
- Reports to Peita Luti, Executive Director. Works collaboratively with the ATP staff, Board of Directors and committee members.

QUALIFICATIONS

- 5+ years of experience in leadership finance roles or an equivalent field.
- A degree in finance or accounting; preference given to candidates with CPA designation.
- Experienced in establishing financial and administrative policies and guidelines.
- Must have critical skills in forecasting, analysis and planning, and the ability to be flexible.
- Proficient with Excel, QuickBooks, and/or other financial management software.
- Working knowledge of the Spektrix CRM system an asset.
- Comfortable and effective in communicating and cooperating with others to meet an objective.
- Able to analyze situations to make sound and punctual decisions.
- Able to establish and achieve specific, measurable, reviewable goals.
- Has a passion and commitment to the performing arts and understands the niche and value ATP holds.
- Please note that an employee police record check and a vulnerable sector check will be required prior to joining the organization.
- Must be legally able to work in Canada

ALBERTA THEATRE PROJECTS

JOB POSTING — FINANCE & BUSINESS MANAGER

DIVERSITY, EQUITY AND INCLUSION

ATP is committed to reflecting the diversity in our community. Our commitment to DE&I is woven into our values and belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve.

WHAT WE OFFER

This role is part of the administrative staff group and receives benefits as set out by staff policies. An annual salary of \$60 000 – \$70 000 commensurate with experience, with three weeks of paid vacation annually and our company's employee group health plan after three months of start date.

This is a 40 hour per week, full-time permanent position based at Alberta Theatre Projects Administration office at Arts Commons in Calgary. The position requires occasional weekend and evening work due to the schedule of performances. We offer a lieu time policy, holiday closure and other benefits to account for the longer hours that occasionally happen during the season.

APPLICATION PROCESS

Please email a letter of interest indicating salary expectations and a resume to Peita Luti, pluti@atplive.com with the email subject title: **Finance & Business Manager**. Applications will be assessed as they are received, and the position will remain open until a successful candidate is selected. For best consideration apply by April 30, 2024.

We believe in equality and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation and physical ability. We also encourage you to self-identify as you are comfortable in your application. If you require any accommodations during the recruitment process, please let us know in your application.

THANK YOU IN ADVANCE TO ALL APPLICANTS

For more information about Alberta Theatre Projects please visit our website at albertatheatreprojects.com. All applications will be acknowledged by email.

ALBERTA THEATRE PROJECTS

JOB POSTING — FINANCE & BUSINESS MANAGER