

# ALBERTA THEATRE PROJECTS

## JOB POSTING — SENIOR ACCOUNTANT/CONTROLLER

To apply, go to: <https://mpeoplesolutions.com/jobs/controller/>

Alberta Theatre Projects (ATP) is in its 50th season (2024–25) of producing live, professional, contemporary theatre in Calgary. ATP is a not-for-profit organization known for supporting new play development.

At Alberta Theatre Projects (ATP, learn more here: [ATP Website](#)), 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.

### ABOUT THE POSITION

Are you a detail-oriented, proactive accounting professional looking to make a meaningful impact in the arts? Alberta Theatre Projects invites you to apply for the position of **Senior Accountant/Controller**.

Reporting to the Executive Director, this role provides strategic financial guidance and operational leadership, ensuring the integrity of ATP's financial systems and processes. You'll contribute to decision-making across the organization while maintaining compliance, efficiency, and transparency in all financial operations.

This is a full-time, permanent position located at Arts Commons in downtown Calgary and requires working in the office (this is not a remote based position).

### RESPONSIBILITIES

- You'll be a sole contributor leading the accounting department, but you'll be working in a collaborative environment with a number of different departments and stakeholders
- Timely and accurate financial statements to the management team and board of directors (monthly)
- Completing month-end and year-end closing, reconciliations and consolidation of financials (including working papers to the auditor)
- Compliance with funding agreements, grant requirements and CRA regulations
- Lead financial forecasting, budgeting and cash flow management
- Preparing annual budgets and forecasts with the leadership team
- Provide invaluable insights to enhance financial efficiency and decision-making.
- Keep our financial operations running smoothly with meticulous record-keeping and coordination.

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- Drive strategic planning through insightful financial analyses and predictive modeling.
- Ensure financial health by conducting audits and preparing accurate reports
- Collaborate with external auditors and regulatory bodies to maintain compliance.
- Oversee financial committees and board meetings.
- Establish robust financial policies and internal controls to support organizational growth.
- Manage payroll, insurance, and vendor contracts with precision and care.
- Accounts payable, receivable and day to day bookkeeping (reconciliations, remittances, filings, etc.)

### JOB REQUIREMENTS

- A minimum of 7 years of progressive experience in financial management or accounting.
- The ideal candidate will be a Senior Accountant, Accounting Manager or Controller
- Bachelor's degree in accounting, finance or a related field is required (CPA designation preferred and experience in the not for profit or performing arts/creative industry would be an asset).
- Strong skills in financial analysis and familiarity with financial software (Excel, QuickBooks).
- Experience with CRM systems such as Spektrix is an asset.
- Excellent communication and organizational skills.
- Alignment with ATP's mission and a passion for the performing arts.
- As a condition of employment, the successful candidate will be required to complete a background and credit check to the sole satisfaction of Alberta Theatre Projects
- Legal authorization to work in Canada.

### WHAT WE CAN OFFER

This is a full-time salaried position with an annual salary range of \$75,000–\$85,000, commensurate with experience. Benefits include three weeks of paid vacation and comprehensive health coverage. You'll work in a supportive, collaborative environment where your financial expertise directly contributes to ATP's creative success.

### DIVERSITY, EQUITY AND INCLUSION

Our commitment to DE&I is woven into our 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.

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## APPLICATION PROCESS

Alberta Theatre Projects is committed to reflecting the diversity of our community. 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.

To apply, please submit your resume and complete the questionnaire through Modern People Solutions website (they are supporting Alberta Theatre Projects with the hiring process):

<https://mpeoplesolutions.com/jobs/controller/>

Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls, in-person visits or e-mails, please.

For more information about Alberta Theatre Projects, please visit our website:  
[albertatheatreprojects.com](http://albertatheatreprojects.com).