



Job Description: Senior Accountant

Reporting to and supported by: Executive Director

Location & Work Setting: Vancouver. Hybrid.

Position Type: Full-Time. Summer (July & August) to be negotiated.

Join our In-House Senior Accountant! We're seeking a CPA with 4+ years of full-cycle accounting experience to streamline our financial operations. You will be working with a dynamic staff team supporting schools, artists & funders throughout BC, ensuring accuracy and compliance.

As a finance leader, this role will be instrumental in ArtStarts operations and strategy.

You'll thrive in our relaxed, no-overtime work environment, with competitive pay, generous PTO, and reduced summer hours. Apply now to be part of a supportive team dedicated to financial excellence!

About ArtStarts:

ArtStarts is a charitable organization, dedicated to promoting art and creativity in young people's lives through educators and artists. By working with young people in arts-based learning experiences we encourage collaborative, innovative, and appreciative thinking critical to today's world.

ArtStarts has been serving young people since 1996, serving over 2000 performances in schools a year. We are looking for a seasoned finance leader who can help us understand how to be sustainable and find ways to bring forth value for years to come.

Position Description:

The ideal candidate will be a patient, clear, and supportive leader with strong financial oversight, hindsight and foresight. This role will be critical to informing the organization's strategy and helping staff understand the financial implications and possibilities of grants.



The senior accountant will work with staff to find solutions to ensure small arts and culture groups and schools throughout the province ensure funds are transferred in a timely and efficient manner.

- Responsible for full cycle accounting functions including financial reporting, budgeting, AP, AR, payroll, cash flow, GST & other compliance filings, external annual audit, internal financial control measures.
- Oversight of organizational financial health including developing a balanced budget, long-term financial planning, and revenue generation. Act as an advisor for large capital expenditures such as accessibility upgrades. This role is critical in participating in the annual external audit process.
- This role requires the ability to research and consider shifts in the costs related to the arts sector and help staff, contractors, and educators consider how finance influences the organization's efforts.
- Creation of clear and concise financial models. This role helps surface models to inform future strategies. The Senior Accountant has a critical role in helping the organization and its funders make informed decisions

Compensation and Commitments:

- Relaxed work environment.
- Weekly in-office meeting, Wednesdays, the remainder is work from home.
- Reduced hours throughout July and August.
- Paid time off between Christmas and New Year
- Competitive salary starting at \$77,000 per year.
- Robust benefits package
- Opportunities to attend cultural events relevant to arts and culture
- Organizational commitment to Justice, Equity, Diversity & Inclusion
- Opportunities for growth and advancement
- Professional development budget of \$500 per year

Duties and Responsibilities

Financial Accounting Duties

- Process accounts payable and generate payables for approval by the ED, prepare cheques, EFTs and other payment alternatives.
- Oversee accounts receivable, including bank deposits made by the operations Coordinator. Generate invoices and receipts as needed.
- Monitor and review monthly reconciliation of key account balances.
- Perform monthly bank and credit card reconciliations.
- Manage cash flow, interbank account transfers and innovative banking solutions.
- Full bookkeeping functions, ensure all revenues and expenses are correctly coded to general ledger accounts and classifications.
- Maintain customer and vendor list, update profile information as needed.



- Prepare monthly and annual adjusting, closing and reversing journal entries.
- Assist in the development of accounting policies, procedures and guidelines. Identify opportunities to streamline accounting processes and implement best practices.
- Collaborate with cross-functional teams to ensure smooth financial operations

Payroll (Twice a Month):

- Oversee vacation days and personal/sick time for a staff of five.
- Input time and exception pay information into Payworks.
- Ensure new hires, terminations, and resignations are recorded accurately.
- Review pay stubs and payroll registers for completeness and accuracy.
- Generate payroll in Payworks.
- Prepare T4s, T4As and ROEs.
- Maintain payroll records, prepare payroll reconciliation report, respond to CRA queries related to payroll.
- Calculate, file and remit Employer Health Tax (EHT) and WorkSafeBC premium

Compliance and Regulatory Filing :

- Ensure compliance with accounting standards, regulations, and company policies.
- Calculate GST collected and ITCs, prepare GST reports for approval by the Executive Director
- File quarterly GST return with CRA, reconcile and respond to CRA queries.
- Assist auditors to file annual corporate, nonprofit and charity tax returns.

Financial Reporting and Budgeting:

- Prepare and generate monthly, quarterly and annual financial reports including AP, AR, income statement, balance sheet, cash flow statement, and operation expenditure variance report for review and approval by the Executive team and Board of Directors.
- Attend quarterly meetings of the Finance & Audit Committee of the Board.
- Prepare proposed annual operation and capital budget for upcoming fiscal years for Board approval. Update changes in the accounting system.
- Prepare quarterly departmental budget updates for artstarts staff & board, monitoring budget vs actual, conduct variance analysis
- Prepare cash flow forecasting; arrange cash transfer accordingly
- Prepare analysis of specific project cost and government grant accounting
- Maintain deferred revenue schedule and input deferrals into QBO.
- Perform ad hoc financial analysis and reports as required.

Audit (Annual):

- Liaise with external auditors, providing requested information and documentation.
- Prepare audit working paper file.
- Make adjusting journal entries as suggested by external auditors.



Skills, Experience and Qualifications:

- CPA designation or equivalent qualification is highly preferred.
- Bachelor's degree or Diploma in Accounting, Finance, or a related field.
- Proven experience (4+ years) in Full-Cycle Accounting, prior experience in a public accounting firm is an asset.
- Familiarity with accounting software such as Dext, Plooto, QuickBooks Online, Payworks,, and Stripe is an asset.
- Excellent proficiency in MS Office Suite, Google, Slack.
- Experience with non-profit accounting, reporting, filing, and grant tracking.
- Knowledge of Canadian Arts Data (CADAC) is beneficial but not required.
- Exceptional organizational, analytical and problem-solving skills and attention to detail.
- A solid work ethic with ability to multi-task, prioritise and meet deadlines.

To apply, please submit your resume and cover letter detailing your qualifications and experience to jules@artstarts.com

ArtStarts is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.