

Job Description: Accounting Administrator

Revised: April 10, 2022

Wage range: \$25–\$32/hour

Terms: Part–time, permanent



Under the direction of the General Manager, the Accounting Administrator’s duties shall include, but not be limited to, the following:

- 1. To invoice and follow up on Accounts Receivables, including invoicing, tracking receivables, and bank deposits.**
- 2. To process Accounts Payables, including event reconciliation payouts, all theatre purchases, and service sub–contracting.**
- 3. To process payroll, including the generation of paycheques, records of employment, and the production of T4s and other necessary government forms.**
- 4. To prepare the year end in preparation for the audit.**
- 5. To facilitate petty cash reimbursements and the maintenance of in–house safe cash.**
- 6. To reconcile all accounting reports, including bank reconciliations, merchant accounts, concession sales, merchandise sales and event reconciliations.**
- 7. To generate and archive accounting reports as required by the General Manager and the Treasurer, including monthly and annual data necessary for financial statements.**
- 8. To remit the payroll remittance and the GST remittance as required.**
- 9. To submit monthly TIPS invoice and services rendered to date to TIPS partners.**
- 10. To remit to Entandem as required.**
- 11. To process wires and drafts for clients.**
- 12. To assist with grant applications and surveys.**

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- 13. To maintain a file of employee passwords.**
- 14. To maintain and update the Orientation Manual.**
- 15. To ensure internal cash control principles are followed.**
- 16. To maintain an archive file of employees.**
- 17. To process incoming mail.**
- 18. To assist with the annual budget.**
- 19. To update the Event Summary and the McDonald Season worksheet on a weekly basis.**
- 20. To prepare and update revenues and expenses for McDonald Season.**
- 21. To prepare new employee offer packages and to facilitate new employee orientation sessions.**
- 22. To schedule employees as necessary for First Aid, Criminal Record Search, ProServe, and WHMIS.**
- 23. To process donations and charitable receipts for the Friends of the Theatre.**
- 24. To serve as a resource member when requested on Board–appointed committees.**
- 25. To perform box office ticket sales, general customer service, and to answer phones as required.**
- 26. To ensure that theatre safety procedures are properly executed.**
- 27. To report all accidents, injuries, and safety concerns immediately to the General Manager, who in turn will report to the Board of Directors.**

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28. To perform general bookkeeping duties.

29. To apply for COVID related wage subsidies, if applicable.

30. To track concession inventory by event.

31. To file Workers' Compensation Board annual return.

32. To undertake any reasonable tasks as directed by the General Manager.