



Junior Accountant

Location: Onsite, Granville Island

Employment Type: Full Time, Permanent

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Visual Arts. As a non-profit organization for arts education, we believe that art is powerful and has the ability to change a child's life in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—things they carry with them for life.

Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centers, neighborhood houses, and healthcare facilities across Metro Vancouver. We reach close to 21,000 students every year, with nearly 80% participating at little to no cost.

Arts Umbrella has made the exciting move into the South Building of the former Emily Carr University of Art + Design on Granville Island in April 2021. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity.

It is our *mission* to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the Finance Director, the **Junior Accountant** will be responsible for managing accounts payable and entering all deposit and banking entries into the General ledger. The ideal candidate will have exceptional technology skills as well as a broad accounting knowledge.

In this role you will

- Process vendor invoices
- Issue payments via EFT, international wires and cheques
- Reconcile and enter petty cash receipts
- Manage and record transactions for company credit cards
- Adhere to company policies and best audit practices for obtaining proper approval and sufficient backup
- Enter deposits received for tuition and donations
- Reconciliation of various General Ledger accounts
- Optimize current systems and support setting up new process and systems as required
- Assist in period-end close and reporting
- Maintain professional working papers for internal use and for external audits
- Protects operations by keeping privileged company information confidential
- Continuously maintaining efficient flow of work within the team while sharing best practices and processes
- Ad hoc analysis and reports
- Other tasks as assigned by the Finance Director



Here is what you bring

- Degree or diploma in an Accounting related field
- 1-2 years of experience in a similar field is an asset
- Excellent proficiency in Microsoft Excel
- Impeccable accuracy and strong attention to detail
- High level of integrity and self-motivation to continuously improve
- Experience with system set ups and database utilizations an asset
- Experience with Sage Intacct and Great Plains preferred

The Perks

- You'll be part of an amazing community that values inclusion, team work and celebrates diversity
- Extended medical and group insurance coverage
- Start off with 3 weeks of vacation
- In addition, employees receive time off between Christmas and New Year's Day
- Employees with 6 months of service are eligible for an annual subsidy of up to \$600 per child in the costs of enrollment for their children in Arts Umbrella classes
- Working at Grandville Island means lots of great amenities, including Lee's Donuts, the Keg, the Public Market and more!

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

The Application Process

If you would like to work for a great team, with a passion for inspiring Arts into today's youth, please forward your ***resume and cover letter*** in one document to npoznev@artsumbrella.com with **Junior Accountant** in the subject line. In the body of the email, please include your response to the following questions:

- Are you legally entitled to work in Canada?
- Are you able to work onsite at Granville Island, Vancouver?
- When is the soonest you are able and available to start?

We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. **No phone calls please.**