

Job Description: Bookkeeper

TheatreOne (Nanaimo Festival Heritage Theatre Society) is seeking a part time **Bookkeeper** for its 2018-19 season.

The Society shall pay to the Contractee a fee based on \$24 per hour.

This contract is based on an average of 2hrs per week, from September 2018 to the fiscal year-end in June 2019; with an extension of the successful contract open to negotiation upon successful completion of duties. Hours may vary and be agreed upon between the Contractee and the General Manager (maximum per year, 110hrs). In the absence of the General Manager the hours and variations in duties will be agreed upon with the Society President, in communication with the Society Treasurer.

The Bookkeeper works closely with the General Manager to ensure revenues and expenses are meeting the projected budgets.

The Bookkeeper fulfills monthly and year-end duties comprised of: accounts receivable and invoice postings, QuickBooks entries, Payroll Remittances, Quarterly GST reports, T4 and T4A forms and summaries completion, CRA Charities return, WCB and other remittances, financial tracking and reporting including supplying financial data required for various government surveys, prepares interim financial statements for monthly board meetings, and supplying financial information for grant applications and reports.

As part of the TheatreOne team, this Contractee work towards ensuring that the artistic goals of the Society are at all times fostered and encouraged, maintains confidentiality, acting in the best interests of the Society.

Queries and applications received at admin@theatreone.org; deadline August 24.