

Manitoba Arts Council

Position: Senior Accountant
Salary: Commensurate with experience
Start: March 1, 2019

We value diversity in our workforce and encourage candidates to self-identify as members of the following designated groups: women, visible minorities, Indigenous peoples and persons with disabilities.

The Manitoba Arts Council (MAC) is an arms-length agency of the provincial government dedicated to artistic excellence. We offer broad-based granting programs for professional artists and arts organizations. We will promote, preserve, support and advocate for the arts as essential to the quality of life of all the people of Manitoba.

Working with the Executive Director, the Senior Accountant will contribute to the organization and overall goals of the Manitoba Arts Council. This is a hands-on position responsible for all the accounting processes and procedures of Council (with the use of Microsoft Dynamics) and all financial reporting including monthly, mid-year and year-end reporting. In collaboration with the Executive Director this position establishes financial policies, practices and controls; provides information to the Council for risk management; provides all information for the annual audit; and creates budget and financial information that facilitates staff in the management of the organization's programs and administration.

Qualifications:

- A CPA designation.
- Minimum of 5 years experience preferably in a not-for-profit environment.
- Knowledge/experience with accounting procedures including allocating, posting, reconciling accounts payable and payroll transactions.
- Experience in the preparation and analysis of financial statements
- Hands-on experience with accounting software.

Assets:

- Bilingual (French/English)
- Knowledge and experience of Francophone, Indigenous, culturally diverse, and deaf and disabled arts communities
- Experience in community arts development.

We are looking for an individual with enthusiasm and an ability to learn (training will be provided). You possess excellent organizational skills and the ability to manage conflicting priorities; strong written and oral communication skills with the ability to convey financial information to a varied audience; problem solving skills, strong presentation and research skills; ability to work effectively both independently in a project management and team environment.

The compensation package includes a comprehensive health and benefit package.

Send a resume and cover letter outlining how you meet the specific requirements of the position to cbrown@artscouncil.mb.ca by January 18, 2019.

While we appreciate all applications, only those candidates selected for interview will be contacted.