



CENTRE IN THE SQUARE

Senior Financial Accountant Search

Centre In The Square (CITS) seeks a high-performing Senior Financial Accountant to join our finance team at one of Canada's finest performing arts centres.

Get to Know Us:

The Centre In The Square Inc. (CITS Inc.) is a not-for-profit corporation, and registered charity, established in 1981 to maintain, operate, manage, and program the 2,000-seat state-of-the-art performing arts theatre and the Studio Theatre, situated in the Civic District of Downtown Kitchener.

CITS Inc. works in the public interest as a presenter and arts enabler, playing a leading role in showcasing the best in local, national and international performers, with over 140 shows and concerts a year for the benefit of the entire region and beyond. Concerts, plays, theatrical productions, lectures and comedy are but a few of the genres featured regularly throughout the year.

Housed in the CITS building is also the independently operated Kitchener Waterloo Art Gallery. Local cultural groups such as the Grand Philharmonic Choir, who present their own programs at CITS, are valued partners.

CITS values opportunities for non-traditional partnerships and is committed to providing access in and around the theatre and expert technical support for rehearsals, workshops, displays, exhibits, and special events to empower and enable artists of all ages and experience levels.

As a charitable organization, CITS Inc. receives an annual operating grant from the City of Kitchener that covers a portion of its expenses. Other revenue is self-generated through ticket sales, rentals, concessions, sponsorships, fundraising and grants from foundations and other levels of government. The organization's vision is to play a role as the leading live experiences destination in the region and to engage the community and bridge the space between artist and audience in a dynamic and sustainable way. The Centre In The Square has a committed and active Board of Directors of 14, led by Chair, Dan Carli and staff led by Executive Director Eric Lariviere.

The Role:

Reporting to the Director of Finance, the Senior Financial Accountant is accountable for the accounting operations of the company. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

Key Responsibilities:



- **Month-End Close Activities:** Assist with month-end close activities, including preparing and posting month-end accrual, revenue recognition, prepaid entries, and other miscellaneous entries. Prepare month-end account reconciliations, research and resolve issues timely, and assist with the preparation of financial statements.
- **Reporting:** Issue timely and complete financial statements and reports for internal businesses and performances. Generate monthly reports focusing on actual results vs. budgeted and forecasted numbers.
- **Analysis:** Gather data from various sources and assess the accuracy & reasonableness of the data as required. Analyze accounts and provide outcomes of financial performance of events.
- **Year-end:** Complete support schedules for the year-end audit. Act as the main contact with auditors. Assist with annual charity tax returns and all government reporting.
- **Payroll & Taxes:** Oversee payroll and benefits administration, including the setup of benefits and onboarding for new employees. Compile all tax reporting and ensure accuracy.
- **Teamwork:** Oversee support staff and approve work. Act as the primary financial liaison for other managers and staff at CITS. Manage and assist co-workers and review work, providing advice on complex accounting matters.

Key Qualifications:

The ideal candidate will have a university degree and an accounting designation (CPA), with 5-7 years of experience in general accounting, account reconciliations, and financial management within the not-for-profit sector. Essential knowledge includes generally accepted accounting principles, management accounting, and industry regulations.

Candidates must possess strong attention to detail, advanced computer skills (specifically Excel), and excellent organizational and time management abilities. Flexibility, strategic thinking, and the ability to work in a fast-paced, deadline-driven environment are crucial. Strong communication skills, both written and verbal, are essential, particularly the ability to explain complex financial matters in simple terms. Skills and knowledge of Blackbaud Financial Edge NXT and ADP payroll are an asset.

Position Details:

Salary is: \$80,000 - \$95,000

Typical weekly hours are: 40 hours

Availability: The work week is Monday to Friday. It is possible to be required evenings and weekends.

Benefits: annual vacation, extended health coverage, and OMERS pension

Application Process:

To apply for this position, please submit a resume and cover letter quoting the job title in the subject line by August 19, 2024 to iwanttowork@centreinthesquare.com

Director of Finance

The Centre In The Square Inc.

101 Queen Street North

Kitchener, ON N2H 6P7

Thank you for your interest. Interviews will be conducted on a rolling basis as qualified candidates are received. Due to the anticipated volume of applications, only those selected for an interview will be contacted.



Centre In The Square Inc. is committed to the principles of equality and diversity in the workplace. We welcome applications from Indigenous peoples, minority communities, immigrants, persons with disabilities, and the LGBTQ2S+ community. We will provide accommodation in all phases of the hiring process up to the point of undue hardship upon request.

Downtown Kitchener is situated on land that is the traditional home of the Neutral, Haudenosaunee (Ho-deh-no-show-nee) and Anishinaabe (Ah-nish-nah-bay) Peoples. We extend our respect to all First Nations, Métis and Inuit peoples for their past and present contributions to this land. We also recognize and respect the cultural diversity that First Nations, Métis and Inuit people bring to both Downtown Kitchener and the City of Kitchener.

We recognize and appreciate their historic connection to this place and the contributions Indigenous peoples have made in shaping and strengthening this community.