



## **Part-time Controller Alberta Jubilee Auditoria Society**

The Alberta Jubilee Auditoria Society (also referred to as the "Jubilee Society") is a not-for-profit organization that emphasizes extraordinary patron services and fostering cultural development in both Edmonton and Calgary facilities. A Board of Directors leads the Jubilee Society with representatives from across Alberta. As volunteers from the community, Board members work for the betterment of the Jubilee and strive to promote the importance of art and culture as an industry and to our community.

**Our Vision:** To entertain, enlighten and educate Albertans through world-class arts and culture

**Our Mission:** To define and support arts and culture in Alberta

**Patrons:** To provide exceptional customer experience as Albertans celebrate arts, culture, and community.

**Performers:** To support all onstage activities with safety, integrity, and creativity.

**Public:** To empower and educate Albertans through the performing, visual, and technical arts.

**Our Values:** Creativity | Integrity | Inclusion | Collaboration | Professionalism | Passion | Legacy

Note: The Jubilee Society Operating Values are the foundation of our Society - They guide our behaviours and set the standard for how all employees are expected to perform their work on a day-to-day basis.

The Opportunity:

This part-time role (2-3 days per week) will be responsible to deliver the society's strategy through leadership, execution, structure, and overall business performance. The incumbent will be responsible for creation, execution, and realization of annual plans for the Jubilee Society capable of carrying out the organization's objectives. Helping to define the Jubilee as a leader in the Cultural industry and helping raise the

cultural industry within the business community. Time commitment may increase during certain periods including quarter and year ends, and completion deadlines of budgets and forecasts.

#### Responsibilities:

- Overseeing and preparing financial statements in accordance with Canadian accounting standards for not-for-profit organizations (“ASNFPO”)
- Providing oversight and direction to a full-time accounting clerk
- Reporting to and support the Executive Director (“ED”) in all financial matters
- Preparing daily dashboard regarding financial matters as a quick reference for the ED, particularly the day following a show to highlight results
- Preparing budgeting and forecasting for organization and special projects/initiatives and update ED and Board on actuals
- Responsible for ensuring timely completion of monthly and annual reporting to stakeholders. Stakeholders are comprised of the Board of Directors, Board sub-committees; such as Audit and Finance, Government of Alberta. Create a communication system that would allow Board Members to a one stop access point to get periodic updates on the operations of the AJAS
- Lead financial statement audits and other mandated government reviews and projects
- Payroll responsibilities will include reviews and preparation, including tax considerations
- Inventory management and incorporation of point of sale data for reporting purposes
- Preparation and analysis of budgets to actuals. Directly responsible for cash flow and capital management
- Maintain and oversee compliance with internal control policies and bring forward recommendations and implement changes as required.
- Administer and oversee employee benefits plans and adherence to the Society’s insurance requirements

#### Work Experience:

- Proven experience in a senior financial accounting and/or management role. (minimum 2-3 years)
- Established experience in analytical and financial reviewing for financial efficiencies and cashflow management
- Budgeting and forecasting expertise
- Experience with Government relations considered an asset;
- Must be a self-starter with superior organizational skills and driven;
- Travel may be required between Calgary and Edmonton.

- Experience leading governance committees and reporting to a board of director

Systems:

- Accounting Software – Great Plains Financial; ability to produce accurate and timely financial reports
- Payroll software – DayForce by Ceridian
- Point of Sale system – I.Q.
- Experience with SharePoint and Windows 365 would be an asset
- Benefits provider – Great West Life

Education/Experience:

- Accounting designation highly encouraged
- Post-Secondary Degree with a focus in Accounting/Finance; such as Bachelor of Commerce
- Work experience at public accounting firm or/and Government relations role would be valued
- Reporting experience with a not for profit entity

Compensation:

- Salary and benefits package to be related to experience of candidate

Part-time position based either in Calgary, Alberta at the Southern Jubilee Auditorium or Edmonton, Alberta at the Northern Alberta Jubilee Auditorium.

Please submit cover letter, resume and references to:

**Jonathan Love**  
**Executive Director, Alberta Jubilee Auditoria Society**  
[jlove@albertajubileesociety.ca](mailto:jlove@albertajubileesociety.ca)

*Closing Date: March 5, 2021*