



Arts BC - Financial and Data Administration Assistant

Who We Are: A Truly Province-Wide Arts Service Organization (ASO)

Our Mission: Working for the People Powering the Arts!

Arts BC is a non-profit, charitable provincial arts service organization. Our mandate is to give individuals and organizations the tools and support to excel in arts and culture, in all types and forms. We act as a resource to help address capacity issues which in turn helps to cultivate community cultural development and vibrant artistic activity around BC.

Learn more about Who We Are at www.artsbc.org

Who You Are:

You are a bookkeeper or experienced non-profit administrator, ideally working in arts and culture, who understands the importance of keeping key data up-to-date for grant writing purposes; getting bills paid on time; and liaising with members on their queries. You can work independently but know when to ask the Treasurer important questions for clarification. You are based in the Greater Victoria Area and are comfortable working independently in our downtown co-working space or remotely. You have a professional and friendly manner, and while you may have worked in the arts, the only drama you enjoy is on the stage! You are organized and meticulous about maintaining our records management system, and don't mind learning new programs. Ideally, like us, you're an arts nerd at heart, and believe in our mandate.

Qualifications

This contract position requires knowledge and two or more years' experience of working in non-profit accounting, skills with financial transaction entry to Simply/Sage accounting system and Quick Books (future), basic banking procedures, data entry and some basic office administration and filing processes. It also requires an ease and ideally a familiarity with CRM software to manage donor and member administration processing (receipting, profile updates, and reports); as well as electronic filings with the Canada Revenue Agency; Canada Council for the Arts Portal; CADAC and BC Community Gaming; and relevant databases.



Role Description

1. Mail sorting and drop off (twice per month)
2. Bank deposits (twice per month) and membership payment processing.
3. Quick Books/invoice payments/bank reconciliations and generation of month end financial statements for board meetings GST rebate form preparation.
4. Reports and communications as required by the Chair and Treasurer.
5. Updating and maintaining member and donor profile information in Membership Works (training to be provided).
6. Maintaining updated records with CRA, BC Arts Council, Canada Council for the Arts, CADAC, and BC Community Gaming, and assisting with grant-related financials when requested.
7. A brief report outlining monthly services will be required as part of the monthly invoicing by the contractor.

Total hours monthly = 14-16 hours regularly, ideally taking place between Monday to Thursday during regular business hours, where possible, however, this is flexible (additional hours during membership renewal campaign and post-conference). Rate: \$20-22/hour.

Contact: For those interested in the position, please submit a covering letter and resume no later than 4pm, May 18, 2018 to president@artsbc.org.