



10 Algoma Street South
Thunder Bay ON P7B 3A7
807.345.5552
magnustheatre.com

Accounting Clerk

About the Position

Reporting to the Financial Officer and executive leadership team, and working closely with all members of the organization, the successful candidate will be responsible for providing a wide range of bookkeeping and accounting support to Magnus Theatre. This position is ideal for a detail oriented individual with the ability to work independently and multi-task.

Responsibilities

- Daily reconciliation of receipts including cash, CRM database system reports, and concession reports
- Bank Deposits
- Posting monthly journal entries and maintenance of General Ledger
- Oversee accuracy of Payroll and Payroll Records including the issuance of records of employment
- Artist fees payable
- Accounts payable and vendor files
- Accounts receivable and invoices
- Government Remittances – CRA source deductions, HST, WSIB, EHT
- Administration of Petty Cash floats and reconciliations
- Monthly bank reconciliations
- Computerized monthly income statement and balance sheet
- Bingo and 50/50 draw reconciliation, reports, and deposits
- Annual T4 reconciliation and summary
- Annual year end audit schedules and reconciliations; assist with audit

Qualifications

- Accounting, Business Administration, or related degree
- Ability to work with highly confidential information
- Knowledge of the not-for-profit environment and appreciation of the performing arts
- Ability to work within and maintain a highly effective and positive team culture
- Experience working with CRM database systems, Adagio, and advanced computer skills an asset



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Further Information

This is a full-time position, and the successful candidate will work in Thunder Bay, Ontario to grow Magnus Theatre alongside our vibrant, team-oriented staff. This position averages 35 hours a week, with flexible scheduling. Position is a parental leave cover with the possibility of extension.

The compensation package includes an hourly rate of \$17.50-\$18.50 which is commensurate with experience, and a benefits package after probation is completed.

Application Process

If you feel that you could make a meaningful contribution in this role, please send a cover letter and resume in a single PDF file to executivedirector@magnustheatre.com prior to Friday December 30th, 2022.

Magnus Theatre is committed to equity, accessibility, and creating a safe and healthy workplace. If you require any accommodations during the recruitment process, please let us know alongside submission of your application.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

About Magnus Theatre

Founded in 1971, Magnus Theatre is Northwestern Ontario's only professional theatre, a not-for-profit registered charity, and a full member of the Professional Association of Canadian Theatres (PACT). This year, 2022, marks Magnus Theatre's 50th anniversary. For half a century, the theatre's well-crafted productions have earned it a reputation as a leading arts organization in the region and beyond. Magnus Theatre produces seven Mainstage productions annually and a full array of Theatre in Education programs, serving over 40,000 individuals throughout Northwestern Ontario each year. For more information, please visit magnustheatre.com.