

Financial Officer

About the Position

Reporting to the Executive Director and the Artistic Director, the successful candidate will be responsible for overseeing and engaging in all accounting functions in the accounting cycle as well as analyzing financial data. This position is ideal for a highly organized, detail oriented, and independent individual.

Responsibilities

- Complete all accounting functions for the organization, including general ledger, payroll, accounts payable/receivable, government remittances, and billing.
- Prepare accurate and timely internal and external financial statements (quarterly and annual) and supporting documentation.
- Play an active role in annual budgeting and financial forecasting processes; provide variance analysis to support strategic decisions.
- Revise, develop, and maintain effective internal controls and accounting policies.
- Coordinate external audits and ensure all tax and regulatory compliance requirements are met.
- Report to and attend monthly Finance Committee meetings.
- Other duties as required/assigned.

Qualifications

- Minimum of three (3) years experience working in an accounting role.
- Experience with full-cycle accounting.
- Post-Secondary degree in Finance, Business Administration, or other similar field of study.
- Ability to work within and maintain a highly effective and positive team culture.
- High attention to detail and ability to manage multiple priorities.
- Experience working in non-profit organizations an asset, but not required.

Further Information

This position has flexible working hours, and the successful candidate will work onsite in Thunder Bay, Ontario to grow Magnus Theatre alongside our vibrant, team-oriented staff.

The compensation package includes a salary of \$55,000-\$60,000 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 June 19th.



10 Algoma Street South
Thunder Bay ON P7B 3A7
(807) 345-5552

Magnus Theatre is committed to equity, accessibility and creating a safe and healthy workplace. If you require any accommodation 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). For over 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 over three stages annually, an extensive Theatre For Young Audiences tour, 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.