

Employment Opportunity

Box Office and Settlements Accounting Assistant Civic Theatres Toronto Toronto, Canada

Committed to the artistic, cultural, and social vitality of Toronto, the City has created a new operating structure for its three flagship civic theatres: Sony Centre for the Performing Arts, the St. Lawrence Centre for the Arts, and the Toronto Centre for the Arts.

These three performing arts complexes include seven theatres ranging in size from intimate to the largest in the country. As the Box Office and Settlements Accounting Assistant you will be responsible to provide support to the settlement process and execute box office accounting for events in all CTT venues under the supervision of the Manager-Client Settlement Services.

ACTIVITIES AND RESPONSIBILITIES

Settlements & Accounts Receivable

- Prepare settlements for performances on a timely basis.
- Prepare invoices for Clients and Lessees, ensuring billing information is correct, approved by the appropriate departments, and distribute accordingly.
- Receive payments; posts and reconciles payments to ledgers.
- Prepare journal entries to close event balances.

Box Office Accounting

- Reconcile credit card reports, cash and cheques for box office ticket sales.
- Enter journal entries for the Box Office ticket sales.
- Prepare month end journal entries.
- Other ad hoc responsibilities, reporting/analysis as required.

JOB SPECIFICATIONS

- College or University degree in Accounting.
- 3+ years of related professional experience.
- Experience in the performing arts and/or not-for-profit sector preferred.
- Advanced Excel skills.
- Strong analytical and organizational skills.
- Superior attention to detail.
- Excellent communication and presentation skills.
- Ability to meet tight deadlines and work in a fast paced environment.
- Proactive and take initiative in problem solving.
- Self-motivated and self-starter, ability to work well independently and within a team environment.

WORKING CONDITIONS

- Flexibility in hours and schedules and include work on nights and weekends as required.
- Lack of natural light in workplace.
- Occasional objectionable odours in workplace.
- Travel between CTT venues as required.

THE ORGANIZATION:

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

HOW TO APPLY:

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@sonycentre.ca. Please include "Box Office and Settlements Accounting Assistant" in the subject line.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

Date Posted: January 9, 2018

Interviews with qualified candidate(s) will commence immediately and continue until the position is filled.