Financial Controller & Bookkeeper

Position Title: Financial Controller & Bookkeeper
Job Type: Fractional (8 to 12 hours per week)
Location: Remote
Compensation: Commensurate to experience

About the Art Canada Institute
The Art Canada Institute (ACI) is a dynamic, educational arts organization, dedicated to making Canadian art history a contemporary, multi-vocal conversation. With a digital library of more than forty expert-authored books, a robust online art education program, and a dynamic homepage, the ACI publishes original content online, in English and French, on the multifaceted artists who define this country’s visual landscape. In a few short years, this young not-for-profit organization has become the go-to digital resource for educators, museum-goers, art lovers, and aficionados. Visit us at www.aci-iac.ca.

At ACI, we are committed to building and fostering an environment where our employees feel included, valued, and heard. Our belief is that a strong commitment to diversity and inclusion enables us to promote the study of an inclusive multi-vocal Canadian art history to as broad an audience as possible, in both English and French, within Canada and internationally. We especially welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and people with intersectional identities.

JOB DESCRIPTION
Join the vibrant and versatile team of professionals at the Art Canada Institute. Under the direction of ACI’s Finance Committee, Executive Director and Senior Operations Executive, as Financial Controller and Bookkeeper, you will be responsible for tasks including but not limited to:

Accounts Payable
- Collecting and filing contracts and sensitive financial documents for ACI’s contractors for various roles from design to editorial work
- Preparing a monthly cheque and payroll requisition summary, coded according to accounting line items
- Preparing a summary of ACI’s monthly credit card expenses, reconciling receipts to statements, and coding expenses according to accounting line items
- Entering all contractor invoices and MasterCard transactions into accounting software
- Flagging any pre-paid expenses and doing journal entries for correct timing of expenses
- Creating reconciliation report for auditors
- Adding contractors to payroll system
- Transmitting electronic payments and issue cheques
Accounts Receivable
- Entering all deposits in accounting software from all revenue sources
- Ensuring that corresponding backup of deposits are filed for annual audit

Banking and Bank Reconciliation
- Reconciling bank statements monthly
- Creating a reconciliation report for the auditors
- Monitoring uncashed cheques
- Initiating stop payments on lost cheques as needed and reissue cheque to vendor
- Monitoring bank accounts daily for potential fraudulent transactions or bank errors
- Downloading bank transactions to accounting software weekly

Payroll
- Preparing bimonthly payroll for staff including reimbursement of employee expenses and additional contractor invoices for existing employees
- Preparing monthly payroll for contractors
- Transmitting payroll bimonthly
- Enrolling new staff in payroll system, terminating staff from payroll system as needed
- Entering journal entries for payroll on a bimonthly basis
- Releasing T4s and T4As in February annually
- Completing HST return and file with CRA on an annual basis

Online Bookkeeping
- Creating monthly journal entries for any prepaid expenses or accruals in QuickBooks
- Performing balance sheet reconciliation quarterly
- Correcting line numbers for expenses as needed

Quarterly Financial Reporting
- Closing financial books monthly
- Preparing quarterly financial report vs. budget for Executive Director and Treasurer including variance to budget

Annual Budget
- Reviewing budget once completed by Management and flagging any anomalies
- Validating formulas and totals to ensure accuracy
- Comparing to current and prior year financials for discrepancies
- Once approved, entering full budget into accounting software

Year-end Audit
For the year-end audit specifically, you will:
- Close the financial books at year-end
- Make any adjusting journal entries needed for pre-paid expenses, deferred revenue, and amortization
- Review actual income statement vs. budget
- Review Balance Sheet for anomalies and corrections
- Prepare Prepaid Balance sheet schedules and back up pertaining to Accounts Payable, Accounts Receivable, and HST receivable, Deferred Revenues, Long term and Short-term liabilities
- Prepare audit prep per working papers from Auditors
- Prepare and update internal control documentation for auditors
- Provide sample testing required by auditors as needed
• Once fieldwork is finished for audit, preparation of Charity Return in cooperation with auditors; mapping of revenue and expenses

Additional:
• Correspondence with Auditors, Canada Revenue Agency, Charities Directorate, Ministry of Labour, HST Office as needed
• Maintain all paper files / books and records of the organization

Tax Receipts
• Generation of tax receipts, quarterly or monthly

QUALIFICATIONS
• Minimum 5 years’ direct experience maintaining financial records, preferably within a non-profit arts organization context
• Strong knowledge of Excel, Word, and Dropbox
• Working knowledge of Quickbooks, Salesforce, or a comparable database system
• Superior attention to detail and discretion
• Ability to work remotely and independently as well as follow direction and communicate effectively (responding to emails within 24 hours on a weekday)
• Superior organization skills and ability to prioritize effectively, and meet tight deadlines

Please submit your CV and cover letter, including references as well as letters of reference, to the attention of Stephanie Burdzy, Senior Operations Executive, sburdzy@aci-iac.ca, no later than May 21, 2021. We will be in contact to arrange interviews with qualified candidates. We thank all interested, but only those considered will be contacted.