

HARCOURT HOUSE ARTIST RUN CENTRE

operated by Where Edmonton Community Artists Network (W.E.C.A.N.) Society
3rd Floor, 10215 – 112 Street NW; Edmonton, AB, Canada, T5K 1M7; www.harcourthouse.ab.ca

Employment Opportunity

FACILITY AND FINANCIAL ADMINISTRATOR

Harcourt House Artist Run Centre is seeking an attentive, experienced, and extremely organized person to join our team at Harcourt House, contribute to our mandate in support of art, artists, and communities, and fill the full-time position of **Facility and Financial Administrator**.

General Information

Terms: permanent full-time position with minimum of 35 hours per week and with a 3-month probationary period; **days/hours:** Monday (alternated from time to time with Saturdays) to Friday from 10 am to 5 pm; extra time may be required during the exhibition openings, fundraising events, special programs, and public events. The position reports to the Executive Director/Chief Curator of Harcourt House Artist Run Centre, works closely with Harcourt's programming team, and plays a critical role in the administration of Harcourt's facilities and overall financial management.

Job General Profile/Description

The **Facility and Financial Administrator** is key to the operations of Harcourt House. The staff, tenants, members, donors, and the community at large expect a prominent level of commitment and professionalism to Harcourt House's operations. The position is the front-line presence in the Administration area and provides key administrative support to the Executive Director, internal/external accountants, and to the rest of Harcourt House staff.

As a member of the Management Team, the Facility and Financial Administrator is responsible for the operation, administration, and management of the Harcourt House Artist Run Centre facilities, which include the Main Building and Annex Building. This includes the overall financial management and reporting, controllership, and strategic planning.

Responsibilities include, but are not limited to: day-to-day accounting (bookkeeping, accounts receivable, accounts payable, banking, donations, tax receipts, payroll, financial statements, general ledger, preparation for year-end financial reporting, and investments) in accordance with GAAP (Generally Accepted Accounting Principles), preparation of the lease agreements for Harcourt House's tenant studio artists and tenant arts organizations, volunteer management, assistance in fundraising, special events, and promotion through social media platforms.

Minimum Qualifications and Attributes:

- Genuine interest in the non-profit sector and in advancing the visual arts and culture of this City.
- A Bachelor's degree in Business Administration and / or Arts Administration.
- Completed CPA (CA, CGA, or CMA) credential is preferred; candidates who are in process of obtaining a credential will be considered.
- A minimum of three (3) years accounting and financial business experience, including knowledge of financial planning, budget management, audits, risk management, and financing.
- Demonstrated knowledge and experience in facility management.
- Demonstrated knowledge and experience of statutes, regulations and financial requirements of both federal and provincial governments and their funding agencies (CRA, HRDC, etc.).
- Experience in implementing financial policies and procedures within an organization.
- Advanced experience with accounting software (SAGE 50 Premium).
- Payroll experience, including Direct Deposit, CRA reporting (e.g., T4s, T4As).
- Advanced working knowledge of Microsoft 365, a working knowledge of Adobe Creative Cloud social media platforms (Facebook, Instagram, Twitter), and comfortable learning new applications when necessary.
- Demonstrates the ability to work with minimal supervision.
- Demonstrates the ability to multi-task, establish priorities, perform under pressure, maintain diligence and meet deadlines.
- Initiative-taking and creative.
- Excellent customer relations and communication skills (written and verbal).

Application Deadline: Wednesday, November 30, 2022

Please email cover letter and resume along with the list of three (3) professional references in a single PDF file to:

Jacek Malec (he/him)

Executive Director

Harcourt House Artist Run Centre

3rd Floor, 10215 – 112 Street NW

Edmonton, AB, T5K 1M7

Email: director@harcourthouse.ab.ca

Applications without a cover letter will not be considered. Harcourt House Artist Run Centre is an equal opportunity employer. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls/emails please.