

Accounting Supervisor

Apply now!

Established in 1959, Canada's National Ballet School is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently accepting applications for the **regular full-time** position of:

ACCOUNTING SUPERVISOR

The school seeks a dynamic accounting professional, who is technologically proficient and an excellent communicator. Reporting to the Controller, the responsibilities of the *Accounting Supervisor* fall into three categories: (1) development, maintenance and oversight of the annual budget for the Artistic departments including students' related fees and financial assistance; (2) accounting responsibilities for NBS Foundations; (3) general accounting/finance responsibilities in various accounting functions at both processing and supervisory levels.

Major Duties and Responsibilities

Artistic budgeting and administration

- Prepares annual operational and financial plan in consultation with the Artistic Director/CEO and other program leaders.
- Monitors artistic and other operational budgets; tracks/analyzes variances; initiates corrective action.
- Provides ongoing budget support and guidance to Artistic Program leaders.
- Assists with the compilation of Artistic-related information required for government and foundation grant applications.

Foundation accounting (NBSF and FCNBS)

- Responsible for all Foundation accounting, bookkeeping and reporting including monthly financial statements, investment activities, pooled fund income allocation, fund balance updates and quarterly disbursement.
- Liaison with Investment Managers; work with Development on stewardship (regular fund statements).

NBS' finance/accounting responsibilities at processing and supervisory levels

- Depending on experience, hands on supervision of several Finance areas (e.g. AP, Payroll, Student Billing).
- Audit prep – working papers; preparation of all entities including PCC and pension audit preparation.
- Reconciliations (capital assets and student-related revenue and expenses).
- Assist with preparation/distribution of monthly financial results to budget managers, and budget/projection maintenance.
- Assist in project budgeting, analysis and reporting as required.
- Provides backup for Controller and other positions as needed.

Student Billing

- Review student billing controls and procedures, suggest improvements where necessary.
- Prepare year end reconciliations, reports and schedules of the Student Billing.
- Oversees production/distribution of the tuition tax credit forms (T2202A) and financial assistance form (T4A).

Qualifications/Skills/Experience:

- **Must have:**
 - Post-secondary education in a related field and a CPA designation;
 - Minimum five years hands on experience in budget management and general finance.
- **Strong Assets:** NFP – CRA knowledge; familiarity with BlackBaud (Student Billing/Raiser's Edge) and ActiveNet;
- Demonstrated budget management, contract negotiation and financial management skills;
- Strong planning and organizational skills and proven analytical skills for preparing and interpreting financial reports;
- Excellent verbal and written communication skills complemented by strong interpersonal and relationship-building skills;
- Advanced knowledge of Microsoft Office (Word and Excel) with knowledge of Artistic Licensing and Copyright Law;
- Experience in the not-for-profit sector or arts community would be a definite asset.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should send a resume and cover letter **with salary expectations** to careers@nbs-enb.ca including "Accounting Supervisor" in the subject line of your email by **August 11, 2019****.

****Please note: Consideration of applications will begin immediately and continue until the position is filled.**

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
Please visit www.nbs-enb.ca for more information.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.