



## Accountant

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**Canada's National Ballet School** is currently inviting applications for the **full-time, contract** position of **Accountant**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has 300+ employees supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

We are looking for a dynamic individual to join our Finance team, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization, NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture.

Reporting to the Accounting Manager, the **Accountant** will be responsible for maintaining and optimizing an integrated database system for the collection, use, storage and retrieval of vital student, donor, and electronic files and program documents. The Accountant will also be responsible for developing and implementing processes to optimize data capture and integrity and reporting requirements. This position offers flexible work arrangements including a hybrid-working model.

### Major Duties and Responsibilities

- Monitor registration systems (including *MySchoolApp*, *Blackbaud Student Billing*, *Blackbaud Billing Management*, *ActiveNet* etc.) for participants' registration and payment status
- Update the Student Billing system with approved data from Finance and the Registrar for fee tables, bill codes and student information to produce reports for Registrar verification;
- Manage charges/credits for students, based on fee contracts; scheduling, applying, and making revisions; Act as point of contact for parent inquires related to student contract, tax implications and A/R amount
- Process daily bank deposits by collecting, totaling, entering and balancing all cash cheques and credit card charges received from the Registrar; reconcile and balance on a weekly basis;
- Prepare monthly and year-end reconciliations, reports and schedules of the Student Billing database.
- Prepare and send out collection letters to parents/students once approved by Controller or Registrar, and follow up with collection calls.
- Assist with students related revenue and financial assistance budgeting and forecasting by providing various analysis and reports; Prepare and distribute monthly students' statement.
- Prepare tax forms (T2202 and T4A); Support and assist with annual audit and government reporting (T3010).

- Record all types of donations including gifts-in-kind, stocks, special events, etc. by receiving, verifying, coding and entering in to the database; Submit all donations for deposit by balancing funds, generating batch reports and forwarding to appropriate person in Finance department
- Manage a large volume of gala and other events related revenue for sponsorship, donations, ticket and table sales, auctions, raffles and other initiatives
- Issue tax receipts on a regular basis (weekly or annually for consolidated tax receipts) by running transaction reports, reviewing type and source of donation, processing and printing receipts, and forwarding to appropriate fund manager for mailing.
- Responsible for reconciliations between sub ledgers and general ledgers, accounts, cash receipts and other accounting related functions
- Other duties as required and assigned by Controller

### Qualifications/Skills/Experience

- Post-secondary education in Business/Accounting or related field; A CPA or currently pursuing CPA
- Minimum 2-5 years of accounts receivable experience and other revenue functions and experience with the student registration and billing database; Raiser's Edge database, *Blackbaud* is a definite asset.
- Superior knowledge of Excel creating and maintaining complex spreadsheets and pivot tables and strong knowledge of other Microsoft Office applications
- Familiarity with not-for-profit fundraising and CRA guidelines; Expert knowledge of charitable tax receipting
- Ability to set priorities, use good judgement, meet deadlines and handle a high volume of work with minimum supervision
- Good organizational skills and attention to detail; Ability to be accurate and thorough;
- Strong interpersonal skills to interact with a variety of staff and external contacts, including donors and families;
- Ability to work independently and as part of a team

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.

**Join our team today!** Please email your resume and cover letter **with salary expectations**, to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and indicate "**Accountant - 2023**" in the subject line.

Consideration of applications will begin immediately and continue until the position is filled.

### About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada's leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS' program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada's largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment. Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

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NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.