



## Accounting Manager

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

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 Controller, The Accounting Manager oversees the full cycle accounting processes for Canada's National Ballet School, Canada's National Ballet School Foundation and Friends of Canada's National Ballet School, ensuring the timely and accurate preparation of financial and managerial information. Direct reports include the Senior Accountant, Revenue Accountant and Accounting Clerk. Key relationships are with budget managers in operating departments across the organization. The incumbent is also responsible for the implementation and enforcement of NBS accounting policies, procedures and systems, including the financial databases.

### Major Duties and Responsibilities

- Support the Controller in the preparation, monitoring and analysis of the NBS corporate budget
- Liaise with the Artistic Director, CEO and managers to budget recommendations for all departments according to the organization's business plan
- Monitor and support various special projects as directed by the Controller, including government-funding requirements and participation on internal committees
- Oversee the delivery of day-to-day accounting services by managing and coordinating the workflows of the staff responsible for Revenue, Accounts Receivable, Accounts Payable, Payroll and general accounting transactions
- Manage accounting staff by setting goals and performance expectations that are consistent with departmental goals
- Establish and achieve deadlines by scheduling and prioritizing workflow, coordinating daily, monthly, quarterly, periodic and annual accounting and reporting deadlines
- Manage month-end, quarter-end and fiscal/calendar year-end schedules and processes
- Organize and manage all entities' fiscal year end audits and other special purpose audits as assigned
- Prepares and distributes periodic financial results for all entities as well as various government reporting as required

- Ensure General Ledger integrity by reviewing coding to ensure accuracy and compliance with NBS Standards and the approved budget
- Maintain professional and technical knowledge of Generally Accepted Accounting Principles (GAAP); payroll legislation; tax receipting; rules and changes affecting the not-for-profit sector; income tax legislation; etc. by keeping abreast of changes to legislation, reviewing professional publications, etc.
- Maintain knowledge and understanding of senior level Finance matters in order to act on financial issues that may arise in the absence of the Controller
- Prepare annual government filings for all entities (T3010, 990ez, CADAC etc.)
- Contribute to team effort by accomplishing duties and responsibilities as required and assigned

### Qualifications/Skills/Experience

- Degree or diploma in finance or business; holds a professional accounting designation (CPA) or is in the final stages of completion
- Minimum 5 years' of experience in accounting and reporting, financial analysis, budgeting and auditing, preferably in the not-for-profit sector
- 2+ years of direct accounting supervisory experience
- Experience with accounting software and automated payroll systems (i.e. Blackbaud products including FE/FE-NXT/RE); Expert knowledge on Excel and other Microsoft Office applications
- Superior knowledge of charitable tax receipting, familiarity with not-for-profit fund accounting, government filing requirements and CRA guidelines
- Strong analytical and problem-solving skills
- Planning, organizing, detail-oriented, multi-tasking and team building; ability to set priorities, meet deadlines and handle a high volume of work
- Excellent interpersonal skills; effective written and oral communication skills

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 "**Accounting Manager - 2022**" 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.