Gardiner Museum

Celebrating the Art of Ceramics

Accounting Manager

Application Deadline: May 13, 2019 at 5 pm
Start Date: Asap
Salary: $45,000-$48,000 per annum
Term: Full-Time

The Gardiner Museum brings together people of all ages and communities through the shared values of creativity, wonder, and community that clay and ceramic traditions inspire.

We engage audiences with exhibitions, programs, and hands-on classes, while stewarding a significant permanent collection. We interpret historical ceramics to emphasize their relevance today, and champion emerging and established Canadian artists and their role in the broader world. We innovate through clay education, as we bring together the experience of making with a deeper understanding of the art of ceramics.

We believe in making, looking, and thinking through clay.

The Gardiner Museum has a collection of over 4,000 objects from the Ancient Americas, Europe, Japan and China, as well as contemporary works with an emphasis on leading Canadian artists. The Museum was founded in 1984 by George and Helen Gardiner and is housed in a landmark contemporary building in Toronto designed by Keith Wagland, and subsequently substantially renovated by KPMB Architects. The Gardiner Museum is among the few museums in the world focused on ceramics, and is one of the world's most notable specialty museums.

Reporting to the Chief Operating Officer, the Accounting Manager is responsible for ensuring accurate processing, recording, and reporting of accounts payable and receivable, as well as providing support for visitor services when necessary.

Duties:

1. Accounting Tasks 85%
    a. Processes Accounts Payable weekly by checking invoices, obtaining authorization for payments, processing cheque requisitions, producing cheques and wire transfers, obtaining manual signatures, and preparing for mailing. Prepares payment schedule for internal departments.

b. Investigates problems and takes appropriate action i.e. outstanding invoices, follow up on missing coding and authorization; communicates with departments and vendors to resolve issues; corrects errors in accounting database, etc.
c. Processes Accounts Receivable weekly by depositing cash and cheques to bank.
d. Monitors bank balances and transfers cash as appropriate.
e. Processes payroll bi-monthly, prepares and distributes T4a and ROE forms, prepares union dues report on monthly basis.
f. Manages and reconciles petty cash, provides cash float to Front desk and Shop tills.
g. Reconciles Point-of-Sale system transactions i.e. shop sales, admissions, donations, school programs, clay classes and programing sales in Quick Books Online; enters all receivables into General Ledger.
h. Prepares journal entries on monthly basis, analyses and reconciles corporate credit card statement, assists COO in bank reconciliation and preparation month-end budget reports for internal departments.
i. Reconciles landmark fees with catering partners on quarterly basis.
j. Assists in preparation of annual audit.
k. Maintains and organizes Accounts Payable and Accounts Receivable files, payroll supporting documentation, Front Desk and Shop cash reports.

2. Visitor Services Tasks (10%)
    a. Performs back-up for Reception & Front desk as needed
    b. Sick & Vacation coverage for Front desk & Reception

3. Performs other duties as required (5%)

Qualifications:

2 - 4 years relevant experience.
Degree in finance, business administration or related field

Business Skills

- Knowledge of the principles of accounting payables and receivables including ability to use Point-of-Sale systems
- Ability to prepare month-end financial reports using bank statements
- Knowledge of not-for-profit accounting standards and charity legislation
- Ability to multitask, problem solve, and deliver on expectations
- Well organized and detail oriented

Technical or mechanical skills

- Experience working with Quick Books Online
- Proficiency with Microsoft Office, particularly Excel

Interpersonal/People Management skills

- Experience in a customer/visitor service environment
- Excellent communication skills to interact with diverse customers as needed
- Ability to communicate and maintain relationships with suppliers and partners
- Ability to work collaboratively across departments

Control

- Responsible for overseeing cash floats for Front Desk, Shop, and petty cash

Working conditions

- Must be comfortable working in an open concept office environment

To apply, candidates should submit a letter of interest and CV in one PDF document by Monday May 13 at 5 pm to hr@gardinermuseum.com. Please reference "Accounting Manager" in the subject line. No phone calls or visits please. For further information on the Gardiner Museum, please refer to our website: www.gardinermuseum.com.

The Gardiner Museum is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Reasonable accommodations for disabilities will be provided, on request, to support applicants' participation in all aspects of the recruitment and selection process.