

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 27,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

ACTRA National is seeking a temporary full-time (one-year contract): Financial Coordinator - National

Position Scope:

To provide general financial services to ACTRA National, ACTRA PRS/RACS and Regional Branches. To support the Senior Financial Coordinator and process Claims and RACS distribution transactions. To perform administrative and support duties as needed.

Responsibilities:

Duties include but are not limited to:

- Allocate and post financial transaction details.
- Support journal entry preparation and updates.
- Conduct account reconciliations and assist with bank reconciliations.
- Conduct data entry for Senior Financial Coordinator, as needed.
- Prepare and process Claims and RACS distributions.
- Support discrepancy analysis.
- Perform filing and administrative tasks.
- Assist in month-end reporting tasks.
- Support preparation of financial statements.
- Support other special projects, such as updating process documentation, etc. as needed.
- Track petty cash.
- Maintain accurate records and confidentiality of organizational information.
- Perform back-up duties as needed.
- Other duties as assigned within the scope of the position.

Qualifications:

- A two-year business program diploma, or equivalent experience with training in clerical, accounting, and office practices, as well as a strong knowledge of computerized accounting system, and Microsoft Excel.
- Two years of directly related experience.
- Organizational skills, problem solving, and attention to detail with the ability to exercise judgement and maintain confidentiality are required.
- The ability to work independently, and as part of a team, and strong customer service skills are required.

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Application Process:

Interested applicants are invited to submit a resume and cover letter by **September 25, 2021**, to **humanresources@actra.ca** **quoting '2021-29 'Financial Coordinator – National' in the email subject line.**

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.