

# ACTRA

**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 28,000 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 full-time: Manager, Financial Reporting**

### **Purpose:**

Under the direction of the Controller, the Manager, Financial Reporting will provide internal reporting and financial reporting for ACTRA National, ACTRA PRS/RACS and Regional Branches to senior management. To facilitate informed decision-making using analytics, forecasting, and reporting. To lead special projects as required.

The position establishes and maintains cooperative working relations with Directors, Managers and other ACTRA employees. Provides leadership and guidance to staff regarding the execution of finance functions. Identifies and recommends areas of improvement, training, and job performance management initiatives.

### **Responsibilities:**

Duties include but are not limited to:

- Provides Internal Reporting and Financial Analysis from data extracted from multiple internal systems.
- Provide analytical, forecasting, reporting and project support to senior management.
- Prepare journal entries, reconciliations, and I & R remittances.
- Produce, run, and analyze financial reporting statements for ten entities.
- Complete the annual budget and forecasting process.
- Identify opportunities for improvement in financial processes and reporting across organization.
- Monitor financial variances and assist in investigating and resolving discrepancies.
- Ensure compliance with all relevant accounting standards, provincial and federal legislation, regulations, and guidelines.
- Oversee accurate and appropriate analysis of revenues and expenses.
- Performance measurement and management responsibility for finance staff under direct supervision of the position.
- Maintain accurate records and confidentiality of organizational information.
- Special projects (i.e., system changes, process documentation, policy, and procedure updates, implementing process improvements, etc.).
- Implementation of system conversions, changes, and ongoing monitoring of system integrity.
- Special projects and other duties as assigned within the scope of the position.

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## Qualifications:

- A University degree in Finance, Commerce or Economics.
- 3-5 years of experience with training in quantitative analysis, reporting and/or FP&A.
- An Accounting or Finance Designation (CA, CPA, CFA) in progress or complete. Clerical, accounting, and office practices, as well as a strong knowledge of computerized accounting system, and advanced Microsoft Excel is required.
- Organizational skills, problem solving, and attention to detail with the ability to exercise judgement and maintain confidentiality are required.
- Strong teamwork and leadership potential are an asset.
- The ability to work independently, and as part of a team, and strong customer service skills are required.
- Strong verbal and written communication skills are required.
- Demonstrated analytical skills, care and accuracy and advanced working knowledge of computerized systems.

## Application Process:

Interested applicants are invited to submit a resume and cover letter to **[humanresources@actra.ca](mailto:humanresources@actra.ca)** **quoting '2023-19 Manager, Financial Reporting' 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 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability 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.