

# ACTRA

**ACTRA** ('Alliance of Canadian Cinema, Television and Radio Artists') is the national union of over 30,000 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, permanent: Receivables Coordinator**

Under the direction of the Associate Director of Finance, the Receivables Coordinator will provide accounts receivable, record keeping, and other financial services to ACTRA National, ACTRA Performers' Rights Society and Provincial & Regional Branches. The position supports the effective management of receivables and financial information, contributes to the integrity and accuracy of financial records, and works collaboratively with staff across the organization and external stakeholders to support the organization's financial operations.

### **Responsibilities:**

- Prepare and process A/R journal entries.
- Prepare account reconciliations.
- Collect and analyze account data and prepare A/R reports.
- Manage accounts receivable.
- Maintain accurate accounts receivables filing system to support financial records.
- Prepare and distribute invoices with related back-up.
- Follow-up, collect, and allocate all payments.
- Investigate and resolve A/R discrepancies.
- Prepare bank deposits.
- Communicate internally and externally for accounts receivable related matters.
- Maintain accurate records and confidentiality of organizational information.
- Perform department 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 accounting and office practices.
- Strong accounting skills with a demonstrated track record in account reconciliations, which typically comes with a minimum of two years of direct related experience.
- Ability to review, identify, and resolve discrepancies in accounts receivable and related financial records.

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- Strong attention to detail and demonstrated ability to maintain a high level of accuracy in financial transactions and records to support reliable financial reporting.
- Proficiency with computerized accounting systems (we use Sage) as well as Microsoft Excel.
- Organizational skills, problem-solving, and attention to detail, with the ability to exercise judgment and maintain confidentiality, are required.
- Willingness to support team members, perform back-up duties and adapt to changing priorities
- The ability to work independently and as part of a team, and strong customer service skills are required.

## Things You Should Know:

- The Receivables Coordinator role is **100% in-office** and we are located in Downtown Toronto (Church/Bloor)
- This is an active, existing vacancy.
- Artificial intelligence (AI) is not used to screen or select applicants for this position.
- The salary for this position is \$69,173.00 per year.

## Application Process:

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) , quoting '2026-05 'Receivables Coordinator' 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.