

# 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: Finance Coordinator**

### **Position Scope:**

Under the direction of the Associate Director, Finance & Operations, the Finance Coordinator will work in collaboration with internal teams and stakeholders across the organization to ensure the efficient operation and highest standard of service.

### **Responsibilities:**

- Allocate and post high-volume financial transaction.
- Support high-volume journal entry preparation and updates. Such as month end accruals, prepaid expenses, depreciation etc.
- Assist with high-volume account reconciliations such as revenue and liabilities GLs and complete high-volume, multiple bank reconciliations.
- Conduct data entry for Senior Financial Coordinator, as needed.
- Prepare and process ACTRA Performers' Rights Society Claims and ACTRA Recording Artists' Collecting Society distributions.
- Support discrepancy analysis.
- Assist in month-end reporting tasks.
- Support preparation of financial statements.
- Support other special projects, such as updating process documentation, etc. as needed.
- Perform filing and administrative tasks.
- Maintain accurate records and confidentiality of organizational information.
- Perform office back-up tasks as needed.
- Other duties as assigned within the scope of the position.

### **Working Conditions**

- Usual hours of work as outlined in the current Collective Agreement. Overtime work may be required on occasion to cope with peak periods and deadlines.
- Works in an office environment, which is subject to interruptions, distractions, and deadlines in the accounting cycle. Frequent interruption can be expected to

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respond to demands and requests for information and assistance. Long periods of concentration are required to input data accurately and in a timely manner.

## Knowledge and Skill

- A minimum two-year business program diploma, with a focus on accounting or equivalent experience with training in clerical, accounting, and office practices, as well as a strong knowledge of computerized accounting system, and Microsoft Excel.
- A minimum of two years of directly related experience in accounting. Ie: General Bookkeeping, full-cycle AP and AR experience
- Strong knowledge of computerized accounting system (we use Sage)
- Intermediate Excel skills: Comfortable with intermediate tools, including VLOOKUP, IF statements, conditional formatting, and creating basic PivotTables to analyze structured data.
- Exceptional interpersonal, organizational, communication (verbal and written), and presentation skills with the ability to work effectively as part of a team and independently; and to collaborate with colleagues across departments and Functional Teams.
- Strong attention to detail, problem solving resourcefulness, organizational and prioritization skills.
- Time Management and the ability to work in a fast-paced setting are required.
- Exercising judgement and maintaining confidentiality are required.
- Be customer service focused.
- Must be able to maintain positive and constructive working relationships with staff and ACTRA performers.

## Things to know:

- Our office is located in downtown Toronto, and this role is 100% in-office.
- This posting is for an existing vacancy.
- The salary for this position is \$71,253.00 per year.

## Application Process:

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting 2026-11 'Finance 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*

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*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.