

# 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: Manager, Finance & Operations**

### **Purpose:**

To lead operational finance processes related to PRS/RACS and office operations of ACTRA PRS/RACS finance functions. To oversee ACTRA National's office services. To ensure that the databases used by PRS/RACS in conjunction with ACTRA's financial systems support accurate payment processing, reporting, and strong financial accountability. To support strong financial management and processes that are required for ACTRA to achieve its goals, objectives, and overall mandate.

### **Responsibilities:**

- Lead the execution and coordination of ACTRA PRS/RACS processes, distributions, contributions, and transfers, ensuring accuracy, timeliness, and compliance with established policies.
- Process distribution reconciliations and journal entries.
- Oversee PRS/RACS bank transactions and reconciliations.
- Manage HST/QST/ NRT remittances, ensuring accuracy and timeliness.
- Conduct comprehensive end-to-end review of PRS/RACS GST/HST/NRT processes to ensure compliance, accuracy, timeliness, and effectiveness.
- Oversee accurate and appropriate allocation of revenue.
- Oversee and coordinate the annual issuance of tax slips and reporting such as T4A, T5, T3, and Schedule 15.
- Schedule financial processes and tasks to ensure that financial reporting deadlines are met.
- Conduct an end-to-end review of PRS/RACS distribution processes to ensure accuracy and efficiency with a focus on automating manual processes.
- Apply accounting policies and controls under the direction of the Controller and ensure compliance with all relevant accounting standards, provincial and federal legislation, regulations, and guidelines.
- Oversee daily office services and operations to ensure a well-run, organized, and efficient environment.

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- Manage office supplies, inventory levels, equipment, mailroom functions, vendor relationships, procurement processes and contract negotiations and ensure that expenses align with approved budgets.
- Serve as a liaison with building management for access badges, security, and facility-related matters.
- Oversee office layout planning, workstation setup, and facilities improvements.
- Oversee on-premises storage to ensure that space is used effectively and maintain accurate, detailed listing of items in storage.
- Coordinate off-site storage to ensure that the services are cost-effective and accurate, detailed records are maintained.
- Support data gathering for annual insurance renewal process.
- Develop and implement operational policies, systems, and processes.
- Maintain internal controls to safeguard company assets.
- Performance measurement and management responsibility for finance staff under direct supervision of the position.
- Maintain accurate records and confidentiality of organizational information.
- Support implementation of system changes and process improvements, and ongoing monitoring of system integrity.
- Special projects and other duties as assigned within the scope of the position.
- Provide support and back-up for Finance functions.

## **Knowledge and Skill:**

- A University degree in Finance, Commerce or Economics.
- CPA designation in good standing is required.
- 5-7 years of experience with training in Finance, Accounting and/or FP&A. 1-2 years of previous management experience is required.
- Clerical accounting, and office practices, as well as a strong knowledge of computerized accounting systems, and advanced Microsoft Excel are required.
- A strong understanding of Accounting Standards and Practices is required.
- Organizational skills, problem solving, critical thinking and attention to detail with the ability to exercise judgement and maintain confidentiality are required.
- Strong leadership with experience in spearheading performance management and training programs is an asset.
- 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.
- Proven experience with tax compliance and reporting, including NRA4, HST, T4A, T5, and T3 filings, as well as strong proficiency with financial systems (e.g., SAGE) and experience supporting system implementations and conversions.

## **Impact of Error**

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Oversight errors in financial management, accounting and reporting could adversely affect decisions on budgeting, cash flow, and the general management of financial resources. Errors would create the risk of severe financial repercussions.

Errors in staff oversight, process implementation or process development could reduce operational efficiencies, increase costs, weaken internal controls, result in member dissatisfaction, and overall negative impact on service delivery and trust.

Inappropriate use of confidential information may result in liability and cause reputational harm for the organization.

## Things to know:

- This position is located in Downtown Toronto and is 100% in-office-based role.
- This job advertisement is to recruit for a new job vacancy.
- The salary for this position is \$100,000.00 per year.

## Application Process:

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca), quoting '2026-09 'Manager, Finance & Operations' 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.