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:

Payables Coordinator

Position Scope:

To provide accounts payable, record keeping, and other financial services to ACTRA National, ACTRA PRS/RACS and Regional Branches. To oversee inter-company allocations, process transactions and maintain records for accounts payable. To perform administrative and support duties, as needed.

Responsibilities:

- Assemble, review, and verify invoices and cheque requisitions.
- Flag and clarify unusual invoice items and pricing.
- Sort, code, match back-up and set up invoices for payment.
- Download credit card statements and coordinate the matching of back-up and the allocation of costs with the appropriate staff member.
- Ensure expense reports contain appropriate back-up and have been approved.
- Prepare and process vendor, staff, and member payments (EFT, credit card, cheques) ensuring that all payments are accurate and made on-time.
- Reconcile AP transactions.
- Research and resolve invoice discrepancies and issues.
- Maintain vendor files to ensure that proper audit verification is available.
- Respond to vendor inquiries.
- Produce A/P related reports, as needed.
- Allocate and post financial transaction details.
- Prepare year end working papers for the annual audit.
- Provide back-up to accounts receivable clerk and Membership department.
- Maintain accurate records and confidentiality of organizational information.
- Perform back-up duties as needed.
- Other duties as assigned within the scope of the position.

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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 to strong customer service skills are required.

Additional Information:

- Current Salary is $71,253 per year.
- Overtime work may be required on occasion to cope with peak periods and deadlines.
- This is a current vacancy with one permanent position available.
- This position is 100% office-based and does not have a remote or hybrid option.

How to Apply:

Interested applicants are invited to submit a resume and cover letter to **humanresources@actra.ca** **quoting '2026-20 Payables 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.