

MOCEAN DANCE

Mocean Dance Job Posting - Finance Associate

Application Deadline: Monday, July 22, 2024, midnight AST

Mocean Dance, a professional contemporary dance company based in Kijipuktuk/Halifax, Nova Scotia, is seeking a new **Finance Associate**. The Finance Associate is responsible for Mocean's financial systems and performs a number of essential and diverse tasks related to financial management. The position is part-time, 15 hours/week, with a flexible schedule and remote working possibilities.

The Finance Associate will be self-confident and highly organized with strong interpersonal, business communication skills, and show a positive attitude. An administrative professional with an arts or non-profit background, or an individual with experience in the performing arts is ideal.

Responsibilities:

Oversee general financial management of the organization, including:

- Managing bookkeeping, including recording deposits, creating sales invoices and bills, and tracking and monitoring financial transactions.
- Maintaining records including filing bills, receipts, and invoices and updating budget and expenditures.
- Processing bi-weekly payroll using Wagepoint (including CRA, WCB, T4, and T4A's).
- Organizing all financial materials for year-end audit.
- Maintaining database records (Keela) for all fundraising campaigns and events, including processing charitable receipts.
- Organizing all financial aspects for public event activities, such as coordinating ticket sales systems (i.e. eventbrite) and producing post event cash reports.
- Supporting Board of Directors to successfully fulfill their governance and fiduciary responsibilities.

About the ideal candidate

- 1-3 years working experience in an administrative or financial capacity, with a preference for event production, non-profit or arts and cultural sector experience.
- Experience with Quickbooks Online and Wagepoint or other bookkeeping and payroll softwares.
- Experience with database management, experience using Keela is an asset.

- Comfortable working with a range of computer and web-based tools including Google Suite, Slack, and Freedcamp, etc. for collaborative work, and adept at learning new technologies, digital platforms and software.
- Systems and processes oriented, with strong organization and planning skills.
- Highly organized and detail oriented with an ability to multitask, and understands how to prioritize.
- Is a clear and effective communicator with strong written communication skills.
- Ability to problem solve, embrace flexibility and versatility, be proactive and provide follow through, while working in a fast-paced, evolving environment.
- Strong interpersonal, collaborative and relationship skills with the ability to work in a small team environment and independently.

Remuneration: \$20-24.75/hr, depending on candidate experience

Start date: As soon as possible

Mocean is committed to providing a safe, respectful, and rewarding workplace. We welcome and strongly encourage people from all communities and intersecting identities and abilities to apply and self-identify.

For more about Mocean: www.moceandance.com

To apply: please forward your application, including cover letter, resume, and references to office@moceandance.com

Application deadline: Monday, July 22, 2024, midnight (AST) or until position is filled

We thank all candidates for their interest. However, only those selected for an interview will be contacted.