



442 CLIFFE AVENUE
COURTENAY, BC
V9N 2J2

Administration – Bookkeeping & Administrative Assistant

ABOUT US

The Sid Williams Theatre is located on the unceded traditional territory of the K'ómoks First Nation – the Sahtlout, Sasitla, leeksun and Puntledge peoples who have been care takers of this land since time immemorial – in the region known today as the Comox Valley and downtown Courtenay, BC.

A registered charitable organization, the Sid Williams Theatre Society (SWTS) operates the 500-seat performing arts centre balancing multiples roles as a performance facility for community groups, a professional venue for commercial events, and as an arts presenter offering a curated season of select performances.

We believe these activities are essential to a vibrant and healthy society and we are dedicated to creating an inclusive and accessible community gathering place for all.

We are looking for an outstanding candidate that embodies the same beliefs to join our team in the role of Bookkeeping & Administrative Assistant.

JOB SUMMARY

The Bookkeeping & Administrative Assistant (BAA) is a key member of the administrative team, the position is responsible for providing office support, clerical, and daily bookkeeping tasks to ensure SWTS adheres to best practices and requirements for non-profit business operations and reporting. Confidentiality, efficient time management, excellent organizational skills, and attention to accuracy are essential qualifications for this position, as is the ability to communicate clearly.

We are seeking a versatile and organized individual in this dual role position to provide essential support to ensure the smooth financial and administrative operations of the organization.

DUTIES & RESPONSIBILITIES

Bookkeeping

- Data entry for daily sales (box office, donations, lounge, etc)
- Data entry for accounts payable and receivable
- General office duties of banking and maintaining filing (both hard copies and electronic files)

Administrative

- Reconcile and file invoices and receipts for management team
- Provide clerical and administrative support to General Manager and Manager of Event Services as requested, such as:
 - Assist with contract administration
 - Review and send settlement paperwork for events
 - Transcribe meeting minutes
 - Assist in organizing meetings
- General office duties including photocopying, scanning, and filing (both hard copies and electronic files)
- Effectively communicate with internal teams and external contacts
- Collaborate with colleagues to ensure seamless office operations

Other

- Participate in meetings when required
- Follow the Occupational Health and Safety guidelines

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum of 1 - 2 years relevant work experience
- Experience with accounting software, scheduling software, and administrative processes

Knowledge & Skills

- Sage 50 Accounting program experience is required – experience with Sage 50 Cloud is an asset
- Knowledge of bookkeeping (especially for non-profit organizations) and generally accepted accounting principles
- Ability to understand financial data, processes, and procedures
- A high degree of attention to detail, accuracy, and organization
- Ability to prioritize tasks and work in efficient and timely fashion
- Skilled in using Excel
- Effective communication skills (verbal and written) and strong interpersonal skills
- Proficient with email and phone correspondence, completing and tracking operations paperwork
- Proficiency with Microsoft Office suite (Word, Excel, etc)
- Ability to work independently and take initiative
- Ability to work in a dynamic environment



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DESIRED QUALIFICATIONS

- Post secondary education in accounting is an asset
- Experience with CRM (customer relationship management) and database programs
- Possesses a meaningful understanding and genuine commitment to diversity, inclusion, anti-racism, and equity
- Commitment to continuous learning
- Experience in arts and culture or non-profit sector

The successful candidate must be prepared to obtain a valid criminal record check.

Employment type: Regular Part Time

Work location: Hybrid of on-site and remote

Hours & schedule: 16 - 24 hours per week, Monday to Friday.

Compensation: \$20 per hour (compensation negotiable based on experience).

Start date: The successful candidate will ideally start as soon as possible.

Probationary period: 90 days

TO APPLY

Please include three (3) professional references.

We are committed to creating an inclusive workplace and we encourage applications from members of diverse communities. Accommodations will be provided upon request during the selection process.

Please send your resume and cover letter to:

Contact: Manager of Finance

Email: jobs@sidtheatre.com

Please include "Bookkeeping Admin Assistant" in the subject line.

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