

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: Financial Coordinator

Position Scope:

Under the direction of the Associate Director, Finance, the Financial 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 financial transaction details.
- Support journal entry preparation and updates.
- Conduct account reconciliations and assist with 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.
- Perform filing and administrative tasks.
- Assist in month-end reporting tasks.
- Support preparation of financial statements.
- Support other special projects, such as updating process documentation, etc. as needed.
- Track petty cash.
- Maintain accurate records and confidentiality of organizational information.
- Perform back-up duties 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 respond to demands and requests for information and assistance. Long periods of concentration are required to input data accurately and in a timely manner.

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Internal Working Relationships:

- Establishes and maintains cooperative working relations with Finance team members and other ACTRA employees.

External Working Relationships:

- Provide general information about specific departmental transactions.

Knowledge and Skill

- 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.
- 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 ability to work in a fast-paced setting 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.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting 2025-07 'Financial Coordinator' in the email subject line.**

NOTE: This is an in-office based position.

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.