

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 temporary full-time (for up to six (6) months): Manager, Finance

Position Scope:

Under the direction of the Associate Director, Finance, the Manager, Finance will support ACTRA's finance function. The position ensures timely reporting through direct involvement in accounting and finance processes, while maintaining internal controls and compliance requirements.

The position supports a strong finance team and maintains cooperative working relations with Directors, Managers and other ACTRA employees.

Responsibilities:

Duties include but are not limited to:

- Full-cycle accounting.
- Ensure the accuracy and integrity of financial data by overseeing journal entries, reconciliations, and adjustments, for the completeness of the balance sheet and financial statements.
- Ensure that all month-end financial accounting duties and all resulting financial reporting is completed in a timely and accurate manner.
- Assist with the month-end and year-end accounting close process for ACTRA National, Regional Branches, and ACTRA PRS.
- Contribute to the preparation of financial statements and financial reporting processes for ACTRA National, Regional Branches, and ACTRA PRS.
- Facilitate year-end audits by preparing audit kits and work closely with the external auditors ensuring all necessary critical information is available to them.
- Assist with budgeting processes for ACTRA National, Regional Branches, and ACTRA PRS.
- Perform all duties and responsibilities in accordance with the Canadian Generally Accepted Accounting Principles including non-profit accounting principles and procedures.

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- Identify opportunities to streamline financial processes and improve efficiencies within month-end and year-end close, reconciliations, and reporting.
- Lead a continuous improvement culture by supporting implementation and adherence to strong accounting, financial, compliance and risk management policies, practices, and procedures across the organization.
- Develop and document business processes and accounting policies to maintain knowledge transfer and integrity of ACTRA's financial controls.
- Keep abreast of federal, provincial and municipal developments, laws and policies that may affect the financial operations of the organization.
- Provide back-up support to Finance department managers.
- Other projects and duties as assigned within the scope of the position.

Qualifications:

- A University degree in Accounting, Finance, Commerce or Economics.
- CPA Designation (CGA, CMA, CA) or in progress is highly preferred.
- 3-5 years of practical accounting work experience with the responsibility of general ledger management, financial reporting, budgeting monitoring and analysis.
- In-depth knowledge of Canadian Generally Accepted Accounting Principles, including non-profit accounting principles and procedures (ASNPO).
- Strong knowledge of computerized accounting systems, and advanced Microsoft Excel is required. (i.e. V-Lookup, pivot tables, multi-step functions).
- Ability to establish work priorities, anticipate issues and obstacles, and develop solutions in accordance with broad direction and detailed plans in a dynamic, fast-paced environment.
- The ability to work independently, and as part of a team, and strong customer service skills are required.
- High ethical standards and commitment to maintaining financial integrity and confidentiality.

NOTE: This is an in-office based position

Working Conditions

- Evenings and weekends are required to support peak periods and closing deadlines.
- Works in a shared, open-spaced office environment, which is subject to distractions.
- Long periods of concentration are required to complete deliverables accurately and in a timely manner.

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Impact of Error

Errors in 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.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca quoting '2025-03 'Manager, Finance' 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 LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation 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.