



THUNDER BAY SYMPHONY ORCHESTRA  
PAUL HAAS, MUSIC DIRECTOR

Confederation College  
Sibley Hall Residence  
960 William Street

Mailing Address:  
P.O. Box 29192  
Thunder Bay, ON  
P7B 6P9

## Personnel ad

1.807.626.TBSO  
tbso.ca

Date: February 7, 2018

**Position:** Finance Administrator, PT

**Overview:** The Thunder Bay Symphony Orchestra (TBSO) is looking for an experienced Finance Administrator on a part-time basis. The TBSO is a small but complex not-for-profit organization supporting a 30-player professional orchestra with a total staff complement of 36. The orchestra also engages soloists and guest artists on a regular basis, and performs over 30 concerts a season.

**Experience:** The organization is looking for an experienced part-time Finance Administrator with strong bookkeeping skills and attention to detail. Accounting-bookkeeping training credentials are essential to the position. Working experience Sage accounting software is preferred. A pleasant, collaborative attitude is a must.

**Duties:** Reporting to the Executive Director and Operations Manager; duties include but are not restricted to:

- Inputting all transactions into system and maintaining accounting files in good order
- Working with Operations Manager, Personnel Manager, Marketing Manager and Director of Development to input expenses incurred into the system
- Planning and prioritizing collection of receivables and payment schedules for payables
- Apprising Executive Director of upcoming financial issues or cash shortfalls as soon as possible to allow for remedial action
- Informing Executive Director of upcoming payment approvals, ensuring payments made
- Ensuring payroll is met on due dates, all payroll remissions to government are made
- Preparing finances for annual accounting audit
- Ensuring all legal and regulatory requirements affecting TBSO's finances are met
- Maintaining tax records and ensure payment of all taxes owed
- \* Maintaining donation records and ensuring that tax receipts are issued in a timely manner
- Gathering information for financial analyses, and assist in creation of annual budget
- Provide monthly and annual financial reports to Treasurer
- Consulting with Treasurer as required

**Apply:** Send letter and résumé as a pdf or MSWord document to [info@tbso.ca](mailto:info@tbso.ca)  
Closing date for applications is Friday, April 2. Only applicants selected for interviews will be contacted.