

**AUDAIN ART MUSEUM
WHISTLER, BRITISH COLUMBIA**

PART-TIME ACCOUNTING ASSISTANT

Become an integral part of the Audain Art Museum (AAM), a 56,000 square foot institution in Whistler, British Columbia. Located in the Coast Mountains of British Columbia just two hours north of Vancouver, the Museum, designed by the award-winning architectural firm Patkau Architects, is a must-see cultural experience in Canada's favorite year-round destination.

The Museum's Permanent Collection showcases the art of British Columbia from the late 18th century to present. Anchoring the collection is James Hart's *The Dance Screen (The Scream Too)*, the most significant contemporary carved cedar dance screen in the world. Other highlights include an important collection of 19th and 20th century First Nations masks and works by some of Canada's most celebrated artists including Emily Carr, E.J. Hughes and the internationally renowned photo-conceptualists Jeff Wall, Stan Douglas and Rodney Graham. In addition to the Permanent Collection displays the Museum hosts Special Exhibitions of art from Canada and around the world.

Working 16 to 20 hours per week and reporting to the Finance Manager, the Accounting Assistant is responsible for the following tasks.

RESPONSIBILITIES

- Audit of Lightspeed & Rocket Rez Daily Sales including entry into Sage50
- Preparation of Daily Deposits
- Data entry of Accounts Payable invoices
- Reconciliation of Monthly Vendor Statements
- Weekly Cheque & EFT Run
- Data entry and reconciliation of Monthly credit card transactions
- Data entry of Accounts Receivable invoices
- GL Account Reconciliation including deferred revenue accounts
- Weekly Filing
- Other duties as required

QUALIFICATIONS

- 2+ year's relevant experience or equivalent accounting courses
- Knowledge of Microsoft Office
- Knowledge of Sage50 an asset
- Ability to establish and maintain effective working relationships and be a team player
- Excellent administrative and organizational skills

The successful candidate will be required to complete/provide:

- Recent résumé
- 2 recent work-related references
- Applicants must be able to work in Canada
- Criminal record check will be required by the successful candidate

Wage \$25 to \$27 based on experience.

Applicants are requested to email the Finance Manager at tlrose@audainartmuseum.com by May 15, 2024. We thank all applicants for their interest, however, only those selected for an interview will be contacted.