

True North Sports + Entertainment is looking for a motivated and detail oriented individual to join our finance team.

Reporting to the Controller, the **Accounting Administrator, Events** will be responsible for reconciling and reporting the financials for all Canada Life Centre and Burton Cummings Theatre non-hockey events. This position will regularly interact with external promoters as well as other departments at True North.

What to be excited for in this role:

- Experience behind the scenes of live touring productions
- Work with touring and local staff to perform event settlements by reviewing Promoter or Artist Agreements, compiling show related expenditures and reconciling ticket sales.
- Opportunity to be part of a collaborative and experienced finance department that values continuous improvement and the contributions of its team members.
- Opportunity to work in partnership with other departments at True North.
- Complete accounts payable, journal entries, account reconciliations, and post-event reporting resulting from show and event activity.
- Ensure compliance with government legislation with regards to taxation including but not limited to Goods and Services Tax, Harmonized Sales Tax and Provincial Sales Tax.
- Assist with ad-hoc reporting requests.
- Perform other duties as required to support the finance and event functions.

What we need from you:

- Combination of relevant experience and/or education with emphasis on accounting.
- 1-3 years of related accountant experience an asset.
- Superior skills in the use of pc-based tools, accounting software and Microsoft Excel, and experience with Sage 300 an asset.
- Responsible team member, with capacity to meet objectives and required timelines varying work volumes throughout the year will require the position to be a self-starter with managing routine and non-routine tasks.
- Excellent communication skills. A demonstrated ability to effectively communicate with strong personalities is considered an asset.
- Experience working in an ever-changing and fast-paced industry an asset.

WE ARE TRUE NORTH.

We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.

- Strong ability to handle confidential sensitive information.
- Innovative problem-solving skills with a strong commitment to accuracy, detail, and prudent financial management in a diverse and evolving environment.
- This role is ideally suited for an individual who values flexibility and non-routine tasks.
- Work schedule will include some evenings and weekends based upon event schedule and operational needs.

Why you should join us

As a top employer in Manitoba since 2008, True North Sports + Entertainment offers challenging and meaningful work in a fast-paced work environment, exciting opportunities with room to grow and develop, a variety of work day-to-day, and a rewarding and enjoyable place to work.

At True North, we value and are dedicated to building a diverse, inclusive and authentic workplace. While all our positions require demonstrated competence to achieve success, we encourage you to apply even if your previous experience does not align perfectly with every qualification in the job description. You may be just the right person for this role, or other roles!

To apply for this position, please fill out the online application form by [CLICKING HERE](#). You will be asked to upload your cover letter and resume at the end of the form (combined into one document).

Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact, in confidence, hr@tnse.com.

Closing date: Monday, May 8, 2023.

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