

JOB POSTING

POSITION TITLE: ***PAYROLL AND ACCOUNTING SPECIALIST***

STATUS: Full-time permanent

START DATE: July 2025

CLOSING DATE: June 30, 2025

The Royal Theatre and McPherson Playhouse are located on the ancestral and traditional territories of the lək'wəŋən peoples, known today as the Songhees, Esquimalt and WSÁNEĆ Nations.

For over four decades, the Royal and McPherson Theatres Society (RMTS) has managed the Royal Theatre and the McPherson Playhouse providing service to over 200,000 patrons annually. The RMTS is the steward of two landmark theatres in Greater Victoria and is key to the growth and development of the arts in the community. The RMTS manages the theatres on behalf of the buildings' municipal owners and provides up-to-date facilities and services, encourages community arts, promotes quality programming, and maximizes the use of the facilities. The RMTS is focused on the preservation of the two historic assets and is primarily a rental only facility; however, it provides a full complement of support services to its presenter clients.

The RMTS is committed to equal employment opportunity for all employees and applicants for employment and to providing employees with a safe and respectful work environment free of discrimination and harassment.

The RMTS is looking for a highly motivated and exceptionally organized ***PAYROLL AND ACCOUNTING SPECIALIST*** who is eager to learn and grow with our Finance Team in a full-time, permanent position.

THE POSITION

Reporting to the Finance Manager, general responsibilities include:

- Assist in the accurate and timely preparation, calculation, and completion of the computerized bi-weekly payroll for hourly and salary employees.
- Balance and reconcile payroll accounts including preparation of journal entries and payroll remittances.
- Perform year-end payroll processing and reporting.
- Accounts payable - efficiently process, code, verify, post, pay and file invoices.
- Manage accounts receivable payments.

- Prepare, record and post transactions including daily cash sheets and journal entries.
- Assist in budget and year end audit preparation.
- Perform financial accounting functions as required.

IDEAL CANDIDATE

- Completion of the National Payroll Institute – Payroll Compliance Professional program and at least two years of related experience in a unionized, computerized payroll environment or an equivalent combination of training and experience.
- Ability to understand, interpret and apply applicable laws, rules, regulations, legislation, and collective agreements.
- Minimum of three years related experience in an accounting position, preferably with accounts payable experience.
- Demonstrated knowledge of financial accounting principles and procedures.
- Excellent computer skills, including database management, Outlook, SharePoint, and Microsoft Office, with advanced skills and knowledge of Excel.
- Experience with Sage 300 is an asset.
- Demonstrated technical proficiency, analytical skills, and attention to detail.
- Excellent organizational skills with the ability to multi-task, prioritize, meet deadlines with accuracy and thrive in a busy, flexible, and collaborative environment.
- Ability to perform tasks with minimal supervision.
- Ability to maintain the confidentiality of sensitive information.
- Demonstrated strong written and verbal communication skills.

COMPENSATION & BENEFITS

- Salary: \$65,000 - \$75,000 annually commensurate with experience and qualifications (based on a 35 hour work, Monday to Friday)
- Comprehensive benefit package including: Extended Health and Dental; Short Term and Long-Term Disability; Life Insurance, AD&D, Dependent Life
- Municipal Pension Plan
- Paid Vacation
- Paid Sick Days

APPLICATION PROCESS

Please submit your **resume** and **cover letter** to recruitment@rmts.bc.ca

The RMTS is committed to attracting, building, and retaining a respectful and diverse workplace. We strive to ensure our hiring process is held in a fair, transparent, timely and open manner. All individuals regardless of gender, identity, cultural background, age, or ability are encouraged to apply. We thank all who take the time to apply; however, only those selected for interviews will be contacted.

Application deadline: June 30, 2025.