



MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Accountant

Department: Administration

Status: Full Time in Scope (CUPE 5791) Position

About the MacKenzie Art Gallery:

The MacKenzie Art Gallery plays an important role in the Canadian and International art ecosystem. Programming primarily contemporary art from the prairies, Canada and abroad, the MacKenzie addresses an encyclopedic range of visual art and has a proud and consistent history of being an ally in exhibiting and collecting the work of Indigenous artists, with leadership from Indigenous curators. The MacKenzie is at a crucial point in our history where we are seeking to critically examine our own histories, failings, and opportunities as we redefine our role as a cultural institution within our community. We are seeking a visionary leader who can bring a spirit of care, thoughtfulness, play, experimentation, and responsibility to our artistic vision, guiding a professional team to work collaboratively with each other, with artists, and our broader community.

Opening in 1953 on the University of Saskatchewan Regina Campus (now the University of Regina), in the first purpose-built art gallery building in western Canada, the MacKenzie enjoys a nationally unique partnership with the U of R. After separating in 1990, and moving to its current premises, MAG now maintains separate board governance, site and an expansive mandate and quarters in the T.C. (Tommy) Douglas Building. The MacKenzie features an outdoor sculpture garden with potential for growth through loans, acquisitions, and commissions. The MAG is situated in Treaty Four on the traditional territory of the Cree, Saulteaux, Lakota, Dakota, and Nakota people, and the homeland of the Métis Nation. The MacKenzie is housed in a 115,000 sqft facility, maintained to Class A Museum standards, with a permanent collection that spans 5000 years of art with nearly 5000 works. The MacKenzie is located on the edge of the 2300-acre Wascana Centre, the largest urban park in Canada. Wascana Centre (1962) was designed by renowned modernist architect Minoru Yamasaki, designer of the original World Trade Center in New York, and is a living artifact of modernist design heritage.

Primary Purpose:

The accountant works under the supervision of the Director of Finance and Operations in reporting the financial performance of the MacKenzie Art Gallery, the accurate and timely processing of payroll, the accurate processing of all financial transactions and maintenance of all accounting record of the Gallery. The accountant works provides helpdesk information technology support to staff.

Nature of Work:

The MacKenzie Art Gallery is seeking an individual who has strong data skills, excellent organizational skills, has a keen strategic business sense, works well under pressure, can manage multiple projects with varying deadlines, and excellent time management skills.

Reporting to the Director of Finance and Operations, the Accountant will report the financial performance and prepare and present month financial statements. Ensure accounts are maintained in accordance with

the principles of fund accounting. Responsible for the accurate recording of transactions and the processing and maintaining all accounting records of the Gallery.

1. **Financial:** Ensure accounts are maintained in accordance with the principles of fund accounting. Responsible for the accurate recording of transactions, preparation of financial statements, general ledger, accounts payable, accounts receivable, banking, taxes, preparation, and remittance of GST/PST, assist with grant reporting, assist with the preparation of audit documents, and work directly with the auditors, plan, process and maintain all accounting records and files in accordance with acceptable standards.
2. **Payroll:** Responsible for accurate recording and processing of bi-weekly payroll in accordance with the Collective Agreement and all labor laws ensuring all deadlines are met and payments are made in accordance with Gallery policy, and responsible for payroll benefit reconciliation. Responsible for processing contract honorariums in Ceridian, ensuring that all deadlines are met, and payments are made in accordance with Gallery policy.
3. **Information Technology:** Provide helpdesk technical support based on Microsoft operating systems and Microsoft Office. Research technical solutions. Liaise with external IT support to assess issues and determine course of action.

See attached **job description** for further details.

Qualifications - Education: Requires a bachelor's degree (Business Administration of Commerce), working towards an accounting designation considered an asset.

Qualifications - Experience: A minimum of 3 years' experience in related field, with experience working with Sage AccPac ERP, Office 365, SharePoint Services, and MS Exchange Server.

Skills:

- Meticulous, detailed oriented with a critical eye.
- Meet deadlines, follows proper reporting guidelines, and keeps track of important papers.
- Critical thinking, solves problems, approaches situations critically by considering all variables and potential risks.
- Adaptability to changing standards.
- Time management, effective use of time.
- Industry knowledge, technical expertise.
- Spreadsheet Proficiency has in-depth knowledge to complete tasks efficiently.
- Knowledge of AccPac and / or payroll processing software considered an asset.
- Organization skills need strong skills to keep work organized and on time.
- Impeccable Integrity to follow strict ethical standards.
- Flexibility in approach to work, change happens fast, need to adapt.
- Creative critical thinking.
- Commitment to the organization.

Term: permanent full-time

Salary Information: \$51,833 to \$58,900

Benefits: This position includes a comprehensive benefits package.

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes women, Aboriginal, Inuit and Métis peoples, persons with disabilities and members

of visible minorities who have traditionally been and are currently underrepresented in the Canadian workforce. We welcome applications from all qualified candidates.

HOW TO APPLY

Please apply no later than Wednesday, October 20, 2021, 4:30 PM.

Applications for this position can only be submitted via the MacKenzie's job application portal.

Any applications submitted via email or by mail will not be considered.

To visit the portal and apply, please click www.mackenzie.art

Inquiries regarding this position can be directed to Jackie Martin, Director of Finance and Operations, at (306) 584-4250 ext. 4275.

The successful candidate must submit a satisfactory Criminal Record Check prior to employment.