



Adult Recreational Choirs (ARC) is heading into its 25th season of providing creative and challenging opportunities for adults to enrich their lives through musical expression and public performance. Having three choirs under the ARC umbrella, all programs are non-auditioned and feature eclectic and diverse repertoire in a community recreational setting. ARC's vision is "Awakening, nurturing and sharing the magic of voices in harmony"

ARC has an immediate opening for a [Finance Administrator](#). This is a part-time contractor position that is critical to assisting ARC with financial and administrative responsibilities that supports current operations and will help to set us up for future growth.

Position Summary

Reporting to the Executive Director, the Finance Administrator will oversee the Adult Recreational Choir Society's finances, including all bookkeeping, support budgeting to the Executive Director (with the Finance Committee), financial reporting and analysis, banking, internal controls, and investments. The Finance Administrator may support member registrations for the organization and other administrative responsibilities. The Finance Administrator works to standardize work procedures and reporting, working closely with the Executive Director, Administrative Assistant and Board Treasurer.

What You are Responsible For

Financial – Full-cycle accounting including but not limited to the following:

- o Budgeting
 - Prepares the annual operating budget with the Executive and Artistic Directors for presentation to the Finance Committee
 - Maintain Chart of Accounts according to budget categories, period, class/project
- o Reporting
 - Monthly statement of expenditures and cash flow projections
 - Monthly financial reports with budget variance
 - Annual Review - Prepares financial statements and schedules at fiscal year-end for member's review, AGM and presentation in the Annual Report
 - Tracks and provides financial and statistical reports for grant applications and reports
 - Issues charitable donations receipts, maintains secure records of receipts issued.
 - Works to establish efficiencies and standardization of information and reports
- o Accounts Payable
 - Ensure all invoices and expense reports are approved and coded
 - Complete payment of all invoices according to ARC A/P policies
 - Remain current with A/P processes and recommend improvements
- o Accounts Receivable

P.O. Box 68242 | 28 Crowfoot Terrace NW | Calgary, AB T3G 3N8 | www.archoirs.org | E.info@archoirs.org

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- Receive and record donations, grant funding, membership fees, AGLC funds, and ensure bank deposits are complete
- Remain apprised of expected funding and other receivables
- Administer and monitor payment plans to choristers as requested
- o Reconciliations
 - Reconcile all financial transactions with accounting system
 - Bank and credit card statements monthly
 - Contributions and payments via payment processor monthly
- o Regulatory Reporting
 - Prepare and submit GST, T3010, AGLC reports, society return

Finance Administration

- o Liaise with administrative team to support the registration process
- o Liaise with the administrative team to manage the CRM
- o Manages registration cancellations, refunds, and special payments
- o Coordinates the Bursary process and allocations with reports
- o Maintain ARC's physical office, including secure storage of records, mail pickup, etc.
- o Attends ARC performances, Annual General Meeting, other meetings and events of the membership, and select board meetings

What you Bring to ARC

- ★ You have a relevant certification in accounting (CPA preferred) with a minimum of 2 years' accounting/bookkeeping experience.
- ★ You are a strong communicator, a self-starter and are self-disciplined and organized.
- ★ You are very comfortable with a variety of software programs including Sage, G-Suite and Microsoft Suite.
- ★ You have experience with preparing reports, reconciling payments and more with CRMs/Database. Digging in to troubleshoot when an issue pops up is not a concern for you.
- ★ You have experience supporting Charitable not-for-profit organizations.
- ★ You have a passion for music and are supportive of adult choirs and Calgary's artistic community.

What ARC can Offer

This position is a part-time contractor position. The ARC team works remote and can set their own working hours with willingness to be available for team and organizational meetings.

How to Apply

To apply, please email a cover letter and resume in confidence to Leslie Forward at leslie@archoirs.org. Resumes will be reviewed as they are received. This position will remain open until we find the best fit for our team, however, will be working hard to fill the position by July 10, 2026.

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Only applicants selected for interviews will be contacted. For more information about ARC, please visit www.archoirs.org.