



# Visceral Visions

## JOB POSTING Financial Administrator

### WHO IS VISCERAL VISIONS

Visceral Visions is a Vancouver-based BC registered non-profit society whose mandate is to champion diverse provocative voices that struggle to be heard in an increasingly homogenized world through the media of artistic expression, and to promote and foster Indigenous and racialized Canadian artists. In addition to developing artistic work, Visceral Visions has also developed an initiative called **CultureBrew.Art**, a web platform envisioned to promote and foster intersectional interculturalism, building connection, collaboration, and community in the Canadian arts and culture sector. Its central tool is a searchable database of Indigenous and racialized artists who work in the performing and media arts – writers, directors, performers, filmmakers, designers, choreographers, composers, etc. – to which engagers may access as subscribers.

### OUR COMMITMENT TO ANTI-OPPRESSION AND DECOLONIZATION

The work we do is a potent mix of visceral storytelling, advocacy, and professional development. As an organization dedicated to inciting intersectional interculturalism in the arts, we are strongly committed to embodying anti-oppression and decolonization values in all facets of our work. We strive to consciously address systemic inequality as an integral aspect of our artistic practice, using art to build awareness and empathy as we illuminate how the intersection of race with all other oppressions deeply impacts the world today. It is at the heart of these intersections where artists, as agents-of-change, must ask the hard questions that spark inspiration, introspection, compassion, clarity, and ultimately, the act of creation that transforms incomprehensible human suffering into hope. At Visceral Visions, we believe that for an artistic practice to matter, to make a difference in the wider world, it's critical to support diverse artists, stories, and perspectives, ensuring diverse role models for youth. And that it *can* be done without sacrificing artistic excellence.

### OUR TEAM

The Visceral Visions operations team is currently made up of 3 part-time positions: Artistic Producer, Operations Manager, and Financial Administrator. CultureBrew.Art operates on a shared leadership model with co-executive directors who collectively lead the project. We are proud to have racialized women in leadership roles on our board as well as on our team, and we are committed to ensuring representation and fostering leadership from among the multiple and diverse communities we serve.

### HOW WE WORK

Our organizational culture is committed to collaboration, open dialogue, and mutual respect as our top priorities. In addition to this, our work culture includes:

- Working primarily remotely, and as such, a reliable internet connection and effective hardware/equipment to complete your work is required
- Having access to an appropriate secure and private place where you can fully participate in meetings by video conference is also a requirement
- Highly valuing creative and critical thinking, as well as collectively sharing responsibility for the work we do
- Consistently applying a decolonization and anti-oppression lens to our work
- Championing flexibility and compassion, which encourages us to challenge our unconscious biases and assumptions, with an eye to deconstructing colonial systems of working
- Transparency, direct communication, and a commitment to collaborative conflict resolution  
Compassion and care for one another
- Working toward enacting systems that support Work-Life balance.

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## **JOB DESCRIPTION**

The **Financial Administrator** will join our team at an exciting stage of growth and development as we prepare for the expansion of our latest initiative, CultureBrew.Art, our web platform serving Indigenous and racialized performing and media artists in BC and across Canada. This position will be responsible for all financial and administrative aspects of our operations, and will be best filled by a self-starter with initiative. As the position requires working from home, the contractor selected will be expected to provide their own computer and space at home to complete their work.

**Hours:** *2-3 days/week, flexible scheduling, exact days and hours to be negotiated*

**Compensation:** *\$30.00/hour*

**Contract Period:** *ASAP to December 31st 2020, with the possibility of contract extension based on performance and fit.*

**Reporting:** *This position reports directly to the Visceral Visions Artistic Producer and Operations Manager, as well as the company's Board of Directors*

**Application Deadline:** **May 18th 2020 at Midnight PT**

### **Duties include:**

- **Bookkeeping and financial administration**
  - Maintain Society books, using QuickBooks online
  - Manage accounts payable, including processing cheques, e-transfers and other bank transfers, and other forms of payment
  - Manage banking and cashflow, including bank deposits as required
  - Working with Artistic Producer and accountant(s) to produce accurate and timely annual fiscal year-end (July 31st) financial statements
  - Work with auditors, as required
  - Allocating expenses against grants, tracking and reporting on grant budgets/expenses
  - Produce relevant, easy-to-understand financial reports and cashflow projections for board meetings
  - Prepare semi-annual GST rebate filings
  - Prepare and file T1044 Non-Profit Organization (NPO) Information Tax Returns and T2 Corporate Tax Returns, as required
  - Assist with development of sound financial policies
  - Work with Artistic Producer and Operations Manager to develop and manage operations and project budgets
  - Administer financial responsibilities associated with CultureBrew.Art
- **Payroll administration**
  - Administer contracts as required
  - Process bi-weekly payroll
  - Prepare and issue T4s and T4As in a timely manner
  - Prepare and submit annual WorkSafeBC filings in a timely manner
- **Board Support/Society administration**
  - Prepare reports for Finance Committee meetings (currently monthly), including meeting agendas and filing meeting minutes
  - Assist the board of directors with co-ordination of director meetings and annual general meetings, including preparation and distribution of board and AGM meeting packages
  - Supporting board of directors and board committees, as required
- **Other administration**

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- Keep accurate and appropriate financial, administrative, and organizational online files in Society's online system (currently G-Suite)
  - Work collaboratively with Artistic Producer, Operations Manager, freelance artists, other staff/contractors, and board of directors
  - Adhere to and report on legal obligations related to maintaining charitable and non-profit status, including preparation and submission of requisite corporate filings
  - Manage and maintain the Society's insurance needs
  - Negotiate fair contracts for company operations, as needed (insurance, etc.)

**Depending on the candidate's qualifications and interests, additional duties could include:**

- **Grants/Administrative Support**
  - Provide assistance and support for grant research and writing
  - Provide administrative support for project development and execution, and general operations

**Qualifications**

- Experienced and comfortable with Quickbooks Online or other accounting software (minimum 3 years experience). If unfamiliar with Quickbooks, must have ability to learn new software quickly.
- Proficiency with basic bookkeeping and experienced doing the books
- Experienced with budgeting and producing financial reports and cashflow projections for the non-profit sector
- Technologically savvy, and very comfortable with different forms of digital communication and software (email, Slack, videoconference, G-suite, Excel)
- Comfortable with self-directed work
- Must be able to attend regular meetings with Artistic Producer and/or Operations Manager as required
- Extremely organized, with strong attention to detail, deadlines, and responsibilities
- Resourceful, creative, and solution-oriented
- Thrives on organizing efficient systems and ensuring compliance with regulations
- Able to provide effective direction and leadership in the financial management of the organization

In addition, we're looking for someone who is:

- Passionate about arts and culture
- Committed to advancing equity and decolonization work

Visceral Visions is invested in making artistic work and structures that reflect Indigenous and intercultural diversity. Together with our partners, we are committed to attracting and retaining diverse teams who reflect the communities in which we live and work. People of colour, Indigenous peoples, and members of other underrepresented groups are highly encouraged to apply.

To apply, please email cover letter and resume to [anju@visceralvisions.com](mailto:anju@visceralvisions.com). Your cover letter is an opportunity to:

- share your story;
- identify how your strengths and experiences align with this job opportunity; and
- how you fit with the organizational culture described above.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

[www.VisceralVisions.com](http://www.VisceralVisions.com)

[www.CultureBrew.Art](http://www.CultureBrew.Art)