

The Francis Winspear Centre for Music (Winspear) is seeking a detailed orientated individual for an **Accounts Receivable and Payment Administrator** role.

Who we are:

As one of the premiere places for music in Canada, the Francis Winspear Centre for Music is committed to provide musical experiences rooted in creativity, nourished by imagination, and sustained by excellence.

We are committed to the importance of the live experience. We host music groups and individuals at every level of ability, anchored by our resident artists, the Edmonton Symphony Orchestra.

We are on Indigenous peoples' traditional lands, who are integral to our history. Equally, we embrace today's multicultural mosaic. Music is one of the expressive languages that transcend and unite people.

We are committed to providing a safe and welcoming space for our community to create, exhibit, and learn about music. We are committed to accessibility. The Centre is a platform for a broad and eclectic range of individual voices to be enjoyed on a communal level.

The Winspear Centre has been a cornerstone of Edmonton's Arts District for 25 years. We welcome 250,000 people annually to participate in musical performances and rehearsals, literary events, meetings, receptions, graduation ceremonies, and educational programs. We are currently working to complete the Winspear Project – a significant building expansion that is currently underway and will include a new 550-seat performance venue, dedicated teaching spaces, and flexible community areas and will help us achieve our goal of reaching 500,000 active participants by 2032. We aim to celebrate the opening of this exciting new addition to Edmonton's Arts District in 2025.

We operate up to 365 days of the year and outside what would be deemed regular business hours. Our employees and contractors have floating work schedules that, occasionally or frequently, include work on evenings, weekends, and holidays depending on the person's role and the needs of our business.

We encourage you to visit our website to learn more: <https://www.winspearcentre.com/>

Who you are:

You love Edmonton, music, and community building. You enjoy working in a team, are quick to help colleagues, bring your best, and bring out the best in a team. You like numbers and processing data accurately.

You're a problem solver and organized to handle multiple deadlines and detail-oriented projects. When you have a question, you are unafraid to talk to others to find the necessary answers and always open to learning.

You are aligned with these values and want us to succeed together.

What we can offer you:

- Upon probation completion, we offer a comprehensive health benefits package.
- An organization that provides support, learning, and training opportunities.
- Immersion in a culture that wants to share our love of music with the community.

Job Summary:

Reporting to the Director of Finance, the Accounts Receivable and Payment Administrator is to ensure that various donations and other related transactions are recorded accurately and timely in Tessitura system. The role involves effective communication with donors to gather information and working collaboratively with the Finance and Philanthropy teams.

Key Responsibilities:

- Enter and apply cash transactions, typically donations, grants, and corporate sponsorship, into the Tessitura (Accounts Receivable) System
- Maintain customer records in Tessitura
- Effective communication with donors via email and telephone related to donations made, receipt requests, tax receipts, and other one-time gifts
- Support the issuing of tax receipts according to CRA guidelines
- Clean up data as needed in Tessitura System
- Process invoices as required
- Other accounting-related duties as required

Qualifications:

- Effective interpersonal skills communicating with diverse stakeholders in written or verbal communication
- Excellent accuracy and attention to detail
- Solid critical thinking, decision-making, and problem-solving skills
- Ability to multitask and prioritize with solid organizational skills
- Ability to work efficiently and effectively under pressure
- Goal-oriented to achieve targets through self-motivation, persistence, and determination
- Experience working and thriving in a fast-paced and rapidly changing environment
- Education is valued as a signal of initiative, discipline, and ambition

Competencies:

- Relationship Building
- Problem solving
- Resourcefulness
- Open minded
- Optimistic

Please submit your cover letter and resume by email: hiring@winspearcentre.com. Please include **"Accounts Receivable and Payment Administrator"** in the subject line. Posting will remain open until suitable candidate is identified.

The Winspear Centre is an equal opportunity employer and encourages applications from all qualified individuals. Applicants who are either Canadian or permanent residents of Canada will be considered prior to international applicants. We thank you for your interest. Only those selected for an interview will be contacted.