

Summer Student Opportunity

ACCOUNTING ASSISTANT

SASKATCHEWAN JAZZ FESTIVAL INC. (SASKATOON, SK)

Contract Dates: May 1 - July 17, 2024

Location: Saskatoon, Sask., Located on Treaty 6 territory, which includes the Nêhiyawak (Cree) as original signatories and is the traditional homeland of the Métis Nation. We also acknowledge the contributions of the Dakota and Round Prairie Métis peoples in establishing our city of Saskatoon and we extend our appreciation for the opportunity to live, work, and create on this beautiful territory

The position

Saskatchewan Jazz Festival Inc. (SJF) is seeking to fill two summer student positions in the role of Accounting Assistant. Reporting to the Finance Coordinator, The Accounting Assistants will assist in the financial operations of the 2024 SaskTel Saskatchewan Jazz Festival with a focus on real-time accounting, reporting, and internal fund controls and procedures at the main festival site in Saskatoon's Victoria Park. The successful candidates will gain hands-on experience in major event financial management while coordinating with various stakeholders to deliver a high-quality entertainment experience.

The organization:

SJF presents Saskatchewan's premier music event, the SaskTel Saskatchewan Jazz Festival. This international jazz festival fosters, promotes, and presents an artistically significant festival of jazz and related music annually. The festival provides opportunities to showcase Saskatchewan musicians and educational experiences for the people of Saskatchewan.

The first festival took place in Saskatoon during the summer of 1987. Today it has become the second largest festival of its kind in Western Canada and each summer the SSJF plays host to hundreds of world class artists in Saskatoon. Thousands of music fans attend to devour the sounds of jazz, blues, funk, pop, and world music, with a program that spans as many genres as it does continents.

The candidate:

SJF is looking for an individual who can help streamline festival operations in a manner that ensures inclusivity, prioritizes efficiency and high-quality performances, and fosters community ownership and impact. The successful candidate will:

- Assist in the secure storage, counting, and distribution of festival floats
- Assist in organization and administration of artist, vendor, and supplier payments per approved invoices and contracts.
- Assist with cash running, skims, cash outs, and cashier monitoring
- Assist in daily festival reconciliations and reporting
- Prepare daily sales reports in adherence with established deadlines
- Assist in the preparation of required tax reporting and payments
- Assist in the proper filing and archiving of all financial records and reporting
- Assist with volunteer and cashier training including POS systems, lottery sales, and cash management
- Follow all security protocols as outlined by the Finance Coordinator and Office Administrator
- Must be bondable with a keen respect for confidentiality.

- Assist in the accounting of artist merchandise sales, including the calculation of festival commissions and inventory tracking
- Assist in the maintenance of the festival's donation platform and issuance of charitable receipts.
- Assist with the distribution of Artist meal buyouts and other allowances.

The SJF is a not-for-profit and the Accounting Assistants must work successfully with a wide variety of people and organizations in various capacities.

The Accounting Assistants are expected to achieve their required outcomes while keeping the best interests of the festival, festival staff, volunteers, board, partners, and the community at the core of their decision making.

The Saskatchewan Jazz Festival Inc. prioritizes respect as a key tenant of our staff culture and strives to create a work environment in which all employees are respected, encouraged, and valued for their individual contributions.

Qualifications

- High school diploma or equivalent.
- Current post-secondary students in financial and accounting disciplines may be well suited to this position.
- Interest in the live events industry and non-profit organizations are assets.

Compensation

- \$14.00/hr

Position Requirements

- Must be bondable and obtain a criminal record check prior to commencing work.
- Employees of the Saskatchewan Jazz Festival Inc. may not perform as an artist, technician, manager, or agent during the SaskTel Saskatchewan Jazz Festival or any additional programming presented by the SJF. With approval of the Executive Director, employees may participate in these activities at other festivals or venues, provided their participation does not conflict with the required outcomes of their employment.

TO APPLY

Email your resume and cover letter to the Executive Director at shannon@saskjazz.com

For more information, please visit our website at www.saskjazz.com or contact us by email at shannon@saskjazz.com

Apply early, interviews will begin in April. We thank all who apply for the position which will close March 30, 2024

We welcome applications from all qualified individuals and encourage applications from members of racialized groups/visible minorities, women, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities.