#### Big Time Decent Productions Inc. is a fast-growing, innovative, people-friendly, and inclusive production company creating factual and scripted content with a global reach. We are looking for an Accounting & Business Affairs Associate to join us. This is a three-month contract with the potential to be a permanent position.

Reporting directly to the Finance and Business Affairs Executive, you work closely with the production accountants and the production team. Your main responsibilities may include but are not limited to:

* Prepare monthly financial and cost reports, and ad hoc reports as required by executive
* Prepare bi-weekly account payable reports
* Review and process vendor invoices following the coding system
* Audit and process expense reports from corporate & production team members
* Communicate & collaborate with the production team to ensure timely and accurate cheque run and bi-weekly payroll
* Maintain and update corporate asset and amortization schedules
* Maintain and update all corporate lease amortization schedules
* Prepare GST reports and filings; assist with GST audits
* Assist with bank account updates on banking platform
* Prepare bank reconciliations and report any issues
* Update bank loans of productions and assist with loan repayment
* Maintain and organize electronic filing system for productions (including accounting records) and business affairs
* Assist the executive to create and maintain contract milestones and delivery schedules
* Communicate and track contractual obligations, payments, and approval requirements
* Assist the executive to track & prepare deliverables for bank financing application
* Assist with year end closing and audit prep duties

Who you are

You thrive in a busy work environment and have exceptional time management skill. You pride yourself as an excellent problem solver and never shy away from a challenge. You like details and accuracy but never miss the bigger picture. You are curious, enjoy learning, and embrace changes (for the better). You enjoy working as a team, a positive contributor, and a first-rate communicator. You practice sound judgment, discretion, and integrity because you are a pro.

The technical stuff

* Minimum 3 years of experience in accounting & finance, preferably from the television and film industry but not a requirement
* Post-secondary education with an accounting degree or diploma **OR** a management degree with intermediate accounting certificate(s) or higher
* Good knowledge of full cycle of accounting & GAAP
* Effective written and verbal communication skills
* Strong research and reading skills
* Tech savvy- experienced in QuickBooks Pro Premier (desktop) 2+ years or other accounting software, MS 365 (Excel intermediate level), MS Teams, Adobe Acrobat (PDF), MS Business OneDive, Google Suite, and Cloud work environment

What we offer

Competitive pay, flexible work arrangement, supporting and friendly team (dog friendly too!), strong mentorship, and amazing growth opportunities. We are accepting applicants from **Calgary and Vancouver**. Please send your resume along with a cover letter (Word doc or PDF file) to hr@bigtimedecent.com