



Bookkeeper Contract Opportunity

Contract position starting immediately

The East Coast Music Association (ECMA) is a registered non-profit association dedicated to the music of Atlantic Canada. The East Coast Music Awards: Festival and Conference is a five-day, non-stop musical celebration showcasing and recognizing the best of East Coast artists and music. The ultimate goal of this internationally recognized event is to position and promote it as the premiere music event for the public and the music industry in Canada and the conference of choice for artists and industry professionals.

It is the ECMA's mission to develop, advance, and celebrate East Coast Canadian music, its artists, and its industry professionals throughout the region and around the world. We advocate for our members to ensure they can sustain music careers while based in Canada's Atlantic region.

Position Summary

The Bookkeeper will work closely with the CAO to create a streamlined, efficient, and effective accounting system for ECMA. The contractor has the option of working remotely and is ideally suited to an individual that has a bookkeeping business and is looking for additional clients. This is a new position and it is estimated that the time commitment will be approximately 20 hours per month.

Responsibilities

- Responsible for the day to day bookkeeping including but not limited to:
 - Data entry in Quickbooks
 - Monthly and weekly financial reporting
 - Balancing monthly statements
 - Invoicing
 - Cash flow
 - filing
 - Assist with Financial reporting for funders
 - Assist with ECMA year-end audit

Skills and Experience

- 2-3 years of independent bookkeeping experience
- experience in bookkeeping for a non-profit organization is considered an asset

East Coast Music Association
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- Strong organizational skills, detail-oriented with a strong ability to prioritize to meet deadlines
- Reliable, hard-working, conscientious, and a team player with a positive attitude
- Demonstrated outstanding oral and written communication skills
- Experience working in the Music Industry
- Computer/word processing skills including Quickbooks, Google Drive, and ASANA
- Familiar with event management and working with contractors is considered an asset

Please send a cover letter, including billing rate, and resume to jobs@ecma.com addressed to Kathryn Herbert, Chief Administrative Officer. Electronic submissions only.

Applications will be accepted until 5:00 PM ADT Thursday, September 9, 2021

Only applicants selected for interviews will be contacted.

ECMA is an equal opportunity employer that is committed to diversity and inclusion in the workplace.