



WOMEN IN FILM  
AND TELEVISION  
VANCOUVER

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## **Bookkeeper – Job Posting**

### **About Women in Film and Television Vancouver**

Women In Film and Television Vancouver (WIFTV) is a member-based organization committed to creating an equitable screen-based industry for women and gender diverse people.

By addressing systemic barriers we believe we are also working towards more inclusive, representative media. We approach our mission by:

- Advocating and organizing for equity in funding, employment, and promotional opportunities for all women and gender diverse people in the film and TV industry
- Providing low-barrier, accessible programming, including mentorship and educational events to increase women and gender diverse participation in screen-based media
- Producing the annual Vancouver International Women in Film Festival that champions women and gender diverse creators

WIFTV is inclusive of women (trans and cisgender), Two Spirit, non-binary and gender diverse people and male ally members. WIFTV incorporated in 1989 as a not-for-profit society registered in British Columbia. Our offices are located on the unceded traditional and ancestral homelands of the Musqueam, Squamish, and Tsleil-Waututh Nations.

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### **Job Description**

WIFTV is currently looking for a Bookkeeper to maintain records of financial transactions and general ledger on a bi weekly basis.

Our ideal candidate demonstrates:

- Strong proficiency with QuickBooks and Balance accounts by reconciling entries.
- At least 3 years of experience bookkeeping for a non-profit
- Familiarity with film funders and agencies (preferred)

**Women In Film + Television Vancouver Society**  
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- Understanding of the Employee Payroll tax & Non-profit organization tax
- Proficiency in G Suite, digital file sharing and storage platforms
- Experience with maintaining records of financial transactions
- Keen attention to detail
- Ability to work flexible hours to accommodate seasonal work flow around events and programming

Responsibilities include:

- Preparing monthly financial reports by collecting, analyzing, and summarizing account information and trends by using QuickBooks
- Monitoring and overseeing the account receivable and payable reports and receipts in a timely and accurate manner.
- Preparing employee payroll & tax, submission to CRA
- Reporting to Executive Director and Treasurer Board Member

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## **Application Information**

To apply, please send an email to [operations@womeninfilm.ca](mailto:operations@womeninfilm.ca) with your resume and a short covering letter.

We thank everyone for their application and ask for understanding that only those shortlisted for an interview will be contacted.

This is a flexible part-time contract position at \$25/hour with variable seasonal hours.

The workload for this position peaks around March during the Vancouver International Women in Film Festival where the successful candidate may work up to 15 hours / week.

Our office is located in downtown Vancouver.

We especially encourage applications as diverse as the membership we serve; Indigenous, people of colour, and people whose sexualities, age and abilities across a spectrum are especially welcome.