



SOCAN

Society of Composers, Authors and
Music Publishers of Canada

Société canadienne des auteurs,
compositeurs et éditeurs de musique

JOB POSTING

Concerts Department

POSITION TITLE: Account Coordinator (Reference No. AC-11)
REPORTS TO: Manager, Concerts
LOCATION: Toronto
LANGUAGE: Fluent in both English & French (written/oral)

OVERALL ACCOUNTABILITY:

Provide administrative support for the Licensing areas. This includes assistance in preparing written materials, handling financial information, operating office equipment, and performing general clerical duties according to established procedures.

RESPONSIBILITIES:

- Data entry, such as report entry and application of funds in internal Licensing database systems and maintenance of database systems
- Monitor vendors' invoices and maintain budgets for items such as supplies, outsourcing company costs, file bank etc.
- Processing of mass mailing of letters
- Review and analyze Concert notifications for accuracy and follow up with queries as required
- Modify/update activity in MARIE and SOLO from Concert notifications
- Order and maintain department office supplies
- Distribution of documents, e-mail distribution, work together and exchange information with outsourced services and various business units
- Month-end collating and distribution of reports and statements
- Utilizing word processing, spreadsheet and presentation applications to produce notes, licence certificates, memorandum, correspondence, labels, and charts for daily operations and special projects
- Other duties as required

SKILLS:

- Computer literacy, required: SOLO, MS Word & Excel, Internet. Oracle Discoverer, Lotus Notes, Synergy
- Basic accounting skills
- Excellent organizational and time management skills
- Excellent communication skills



ATTRIBUTES:

- Thorough
- Efficient
- Service oriented

SELECTION:

Skills may be tested and selection will be based on factors such as past performance, previous related experience and alignment of personal skills and attributes to those required to perform the job.

WORK WEEK **X 4 DAYS** **5 DAYS**

PLEASE NOTE:

In this position candidate may opt for a four-day week (35 hours a week), with day off (either Monday or Friday) which will be determined by the Manager in accordance with the department business requirements.

SOCAN offers a competitive salary and an excellent benefit package.
Please e-mail your application, referencing job number AC-11,
and including qualifications, to hr@socan.ca, or apply in writing to:

**Society of Composers, Authors and Music Publishers of Canada (SOCAN)
Human Resources Department,
41 Valleybrook Drive, Toronto, ON, M3B 2S6
Fax (416) 442-3367**

Closing Date: 12:00 noon, December 10, 2010

***SOCAN is committed to diversity in its workforce.
Only qualified applicants will be contacted for an interview.***