



Are we looking for you? Or are you looking for us? We are looking for...

The Position – Accounting Assistant

The Office

International Conference Services Ltd.

300 – 1201 West Pender Street

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The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined. Become one of us because we are "connecting people to facilitate change in the world."

Responsibilities

- Daily bookkeeping duties (posting purchase and sales invoices, reconciling bank and credit cards, preparing recoverable invoices, applying proper sales tax legislation)
- Promptly posts invoices to the accounting system
- Reconciles registration database to credit card processor information
- Conducts the daily banking activities
- Works in an orderly and organized manner
- Ensures all documents are recorded and filed appropriately
- Complies with all controls procedures

- Works as an integral part of the accounting team, and communicates effectively with the rest of the company

Skills & Attributes

No qualification is necessary for the role, and we are willing to train the right individual. An interest in accounting or a career in accounting would be preferred. Some experience would also be an advantage.

KEY COMPETENCIES:

- Positive attitude
- Reliable
- Attention to detail
- Consistently follow procedures
- Ability to problem solve
- Contributes ideas for improvement
- Organised, orderly, efficient, and accurate
- Excellent verbal and written communication
- Multitask, prioritise and adapt to urgency
- Able to work in a team and independently
- A strong ability to use and adapt to new software and systems is required. Advanced excel skills and experience with Sage 50 accounting are an advantage. Ability to use Microsoft Outlook, and Word is a must.
- Professional

What's next?

Please send your resume and cover letter to careers@icsevents.com.

