



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

## **The Position – Accounting Clerk (Part time – 2 days a week)**

### **The Office**

International Conference Services Ltd.

300 – 1201 West Pender Street

Vancouver, BC V6E 2V2

Phone: +1 604 681 2153

email: [careers@icsevents.com](mailto:careers@icsevents.com)

[www.icsevents.com](http://www.icsevents.com)

### **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 of multiple files (posting purchase and sales invoices, reconciling bank and credit cards, preparing recoverable invoices, applying proper sales tax legislation)
- Prepares variance analysis of financial statements for conference managers
- Maintains aging system for accounts receivable
- Reconciles and pays vendors on a timely basis
- Reconciles registration database to credit card processor information
- Conducts the daily banking activities
- Monitors and manages project cash balances

- Works in an orderly and organized manner
- Ensures all documents are recorded and filed appropriately
- Complies with and enforces all controls procedures
- Ability to work with external accountants for review and audit engagements
- 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, however a background and extended experience in accounting is required.

### KEY COMPETENCIES:

- Positive attitude
- Reliable
- Attention to detail
- Consistently follow procedures
- Ability to problem solve
- Contributes ideas for improvement
- Organized, orderly, efficient, and accurate
- Excellent verbal and written communication
- Multitask, prioritize 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](mailto:careers@icsevents.com).

