



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

We are Recruiting! – Conference Finance Coordinator/Accounting Assistant

Location

ICS employees work in a predominantly remote work environment, but from time to time, this position may be required to attend in our Singapore office.

The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 40 years that works with national and international associations, and organizations, to host meetings, events & tradeshows. Our work is very purposeful - we are truly “connecting people to facilitate change in the world.” With over 80 staff working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team and we regularly celebrate our collectively accomplishment. We pride ourselves on being innovative, solutions-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves in our many long-term relationships we have cultivated.

Role Overview

- With eight offices around the globe, a multicultural work environment and an international clientele, we are seeking to expand our team with a driven professional that can assist the company’s Headquarter office (in Vancouver), with managing accounting and finances in the Singapore office while also assisting the conference management team with tasks related to finance and customer service. As we have transitioned most of our conferences online, IT skills are required and adaptability is key as our industry is still in the midst of a transformation.

Education, Experience & Skills required

- Bachelor degree or equivalent in relevant field
- Excellent IT skills
- Proficiency in Microsoft Excel
- Support the accounting team in the HQ with day to day accounting

- Prepare all accounts for month end and year end reporting
- Post journal entries
- Prepare payroll
- Generate and process invoices
- Support accounts reconciliation
- Assist conference managers in their cashflow projections

Please note, all accounting is completed in English, therefore a fluency in English is expected.

What's next?

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