



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

We are Recruiting for a Senior Accounting Manager!

Location

ICS employees work in a predominantly remote work environment, but from time to time, this position may be required to attend in our Vancouver, British Columbia 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 45 years that works with national and international associations, and organizations, to host conferences, events & tradeshow. 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

We are looking for a Senior Accounting Manager with a minimum of 5 years senior accounting experience to join our team!

- Financial management and reporting:
 - Monthly group financial reports preparation and analysis for internal review
 - Quarterly and annual group financial reports preparation for external review
 - Other adhoc financial report preparation as needed
 - Monitor aged balances
 - Manage foreign exchange needs and opportunities
 - Cash flow management
 - WIP processing
 - Reconciliations as needed
- Filings and other:
 - Liaise with external accountants/auditors to ensure all filing deadlines are met
 - Company insurance renewal
 - Conduct sales tax research as needed
 - Support leadership team with adhoc financial questions as needed

- Team management and communication:
 - Oversee the accounting team including performance reviews, staff allocations, regular meetings, training, etc.
 - Strong communication with the conference accountants and project managers to ensure accounts are accurate and up to date
 - Support the project reconciliation timelines
 - Support and lead team training as needed
 - Act as a financial road-block remover
- Records management
 - Meticulous daily filing

Education, Experience & Skills required

- 3-5 years' experience managing a team
- 3 years' experience with Quickbooks is essential
- Project accounting experience is an asset
- CPA qualification or equivalent designation preferable
- Great hands on attitude and positive team player

What's next?

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