



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

## **We are Recruiting! – Accounting Clerk**

### **Location**

ICS employees work in a predominantly remote work environment.

### **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.

### **Education, Experience & Skills required**

- 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
- 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:

- Advanced excel skills and experience with QuickBooks Enterprise are an advantage. Ability to use Microsoft Outlook, and Word is a must
- A strong ability to use and adapt to new software and systems is required
- 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
- Professional

## What's next?

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com).