



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 & 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 collective accomplishments. We pride ourselves on being innovative, solution-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

The Accounting Clerk position is a critical role supporting our accounting team in Singapore and Japan. This role includes daily bookkeeping duties including reconciliations of invoices and credit cards. In addition, this role will prepare invoices, analyze financial statements, manage cash balances, as well as oversee project reconciliations. This position offers the unique opportunity to work for a global team which prides itself on collaboration across the world.

Key Tasks & Duties

- Daily bookkeeping duties of company 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
- Conducts the daily banking activities
- Monitors and manages company and project cash balances
- Works in an orderly and organized manner
- Oversees project reconciliations and timelines with the project accountants

- Ensures all documents are recorded and filed appropriately
- Complies with and enforces all controls procedures
- Facilitates review and audit engagements together with external auditors
- Works as an integral part of the accounting team, and communicates effectively with the rest of the company

Education, Experience & Skills required

- Experience in a conference and events management setting is preferred
- 7+ years of experience in full-cycle accounting is preferred (particularly in bank reconciliations, accounts payable, accounts receivable, and audits)
- Relevant education or coursework in accounting is an asset (CA/CPA)
- Strong skills in Excel (Vlookup and pivot tables) is preferred
- Excellent verbal and written English communication skills are required (Japanese is an asset)
- Strong ability to problem solve and apply initiative to team efficiency and improvement
- Strong ability to use and adapt to new software and systems is required
- Knowledge of Microsoft Outlook and Word is a must
- Professional demeanor
- Reliability
- Positive attitude
- Organization and efficiency
- Detail-orientation and focus on accuracy
- Multitasking, prioritization, and ability to adapt to urgency
- Able to work in a team and independently

What's next?

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