



## **We are Recruiting! – Part Time Accounting Clerk/Bookkeeper – English/Japanese language skills required**

### **Location**

While ICS employees work in a predominantly remote work environment, this role requires the ability to physically go to the bank on infrequent basis.

### **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.

### **Remote-First Work Environment**

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers. Remote work is an important part of our business strategy and will not change post-COVID.

### **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, 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**

The Accounting Clerk position is a critical role supporting our accounting functions in Japan. This role includes all full cycle bookkeeping duties including reconciliations of bank and credit cards, sales tax reporting, and routine monthly/annual reporting. In addition, this role will prepare invoices, manage receivables and payables, analyze financial statements, manage cash balances, as well as oversee project reconciliations. We are looking for someone who can advise on best practice for accounting processes in Japan – thinking outside the box is paramount! 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 multiple company files (posting purchase and sales invoices, reconciling bank and credit cards, preparing recoverable invoices, applying proper sales tax legislation)
- Maintains aging system for accounts receivable and accounts payable
- Conducts the daily banking activities
- Monitors and manages company and project cash balances
- Oversees project reconciliations and timelines with the project accountants
- Ensures all documents are recorded and filed appropriately
- Complies with and enforces all controls procedures
- Supports external accountants with corporation/local tax reporting, payments and compliance
- Facilitates review and audit engagements together with external auditors
- Supports some HR and office administration functions

## Education, Experience & Skills required

- 7+ years of experience in full-cycle accounting/bookkeeping is required
- Excellent verbal and written English and Japanese communication skills are required
- Relevant education or coursework in accounting is an asset (CA/CPA), although appropriate experience will be considered
- Working knowledge of Japanese accounting requirements is an asset
- Strong skills in Excel (VLOOKUP and pivot tables) is preferred
- Strong ability to problem solve and apply initiative to aid 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
- Detail-orientation and focus on accuracy
- Multitasking, prioritization, and ability to adapt to urgency
- Able to work in a team and independently

## The Benefits of Working at ICS

- Our employees work remotely on a permanent basis
- All employees are provided with hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses
- Employees receive a paid day off on their birthday each year
- Fun in-person employee get togethers each year
- ICS prides itself in providing career development opportunities

## What's next?

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