



We are Recruiting! – Event Bookkeeper

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, and tradeshows. Our work is very purposeful, and we are truly “connecting people to facilitate change in the world.” With over 80 staff members 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.

The Role

The Event Bookkeeper will be responsible for full-cycle bookkeeping, analysis of financial statements, reconciling accounts, and conducting daily banking activities.

Responsibilities

- Daily bookkeeping duties of multiple files (posting purchase and sales invoices, reconciling bank and credit cards, preparing recoverable invoices, applying proper sales tax legislation)
- Prepare and file sales tax returns
- Prepares variance analysis of financial statements
- Maintains aging system for accounts receivable and payables
- Reconciles and pays vendors on a timely basis using various payment methods
- Reconciles registration database to credit card processor information
- Conducts the daily banking activities
- Monitors and manages project cash balances

- 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

Education, Experience & Skills Required

- 5 years of full-cycle accounting / bookkeeping
- Experience working with sales tax is an asset
- Experience with QuickBooks Enterprise is an advantage. Ability to use Microsoft Outlook, Excel and Word are a must.
- A strong ability to use and adapt to new software and systems is required
- Attention to detail
- Strong problem-solving skills
- Contributes ideas for improvement
- Organized, orderly, efficient, and accurate
- Excellent verbal and written communication
- Professional

The Benefits of Working at ICS

- Our employees work remotely on a permanent basis.
- As an employee you are provided with all 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
- In addition to vacation time, employees receive a paid day off on their birthday each year
- An excellent benefits package including Extended Health Coverage, Dental and access to our Employee and Family Assistance Program is provided after 3 months
- 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.