

ACCOUNTANT (PART-TIME, TEMPORARY)

JOB DESCRIPTION



MISSION

October 2017

The Accountant position is a part-time temporary 12-month position beginning in January 2018.

The Accountant reports to the Vice President and the President. The mission of the Accountant is to manage the accounting and financial reporting needs and provide management with recommendations and information to guide them in their overall management of the company.

The Accountant is a proficient and accurate professional, with excellent communication skills and thrives in a fast-paced environment where many projects are being planned simultaneously. This position is part-time, on average 22.5 hours a week; the hours of work are flexible.

ACCOUNTABILITIES

Payroll – using Tel-Pay; payment of government remittances on time.

A/P – Timely reconciliation of credit cards, bank statements and bills.

A/R – Timely and thorough preparation of invoices; detailed invoices for project expenses. Conduct follow-up on outstanding A/R.

Project accounting / P&L Statements – Updating of interim statements for clients; preparing final statements in accordance with contracts.

Reconciliation of project revenues for registration and sponsorship.

Invoicing and A/R follow-up on project sponsorships.

Issues management – identify and propose solutions for issues as they emerge, identify areas for improvement with financial systems

Train staff on financial processes (time tracking, expense claims, invoice submission etc.)

Develop and maintain financial templates and

Support Human Resources

- Coordinate employee benefits, including managing the Health Care Spending Account
- Track vacation, sick days, TOIL and keep the Director of Operations aware of the status
- Track staff hours against contracted maximums

Management Reporting & Meeting Attendance

- Recommend and track key performance indicators
- Prepare monthly and quarterly reporting
- Prepare corporate books for year-end filing
- Attend weekly management meetings

Association Management

- Prepare monthly and quarterly reporting
- Prepare books for year-end audits
- Liaise with the Association treasurers
- Remit GST and other government reporting as required
- Keep Association Manager informed of financial status of each association

Taxes and Other Payments to Government

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procedure documents

Maintain company budget and forecasting spreadsheet

Agencies

- Maintain the schedule of payments
- Ensure payments are made on time
- Advise clients on sales tax requirements

PROFICIENCIES

- Advanced experience with QuickBooks
- MS Office (including Access and Excel)
- eTouches, ePly (or other online registration systems)

KEY COMPETENCIES

Responsiveness	Accuracy	Adaptability	Flexibility
Accountability	Strategic thinking	Initiative	Clear, concise communication
Helpfulness	Extra Mile	Customer Service	

OTHER REQUIREMENTS

- Financial designation or equivalent
- 3 to 5 years of experience working in a similar capacity
- Experience working in a small business
- Ability to work under pressure, multi-task, and be flexible
- Thrive in fast pace environment
- Excellent customer service skills
- Superb organizational abilities
- Actively and consistently represent the values and goals of the company

APPLICATIONS

To apply, complete the Career History Form on the BUKSA website (www.buksa.com/Careers), and email it along with a cover letter and resume to careers@buksa.com. This position will remain open until a suitable candidate is found.

Applications submitted without the Career History Form will not be considered. Only applicants selected for an interview will be contacted.

Thank you for your interest in BUKSA Strategic Conference Services. We look forward to hearing from you!