



WE ARE GROWING AND LOOKING FOR A BOOKKEEPER

Please read the full job description and if you are interested in the position, apply through our website at: <https://venuewest.com/about-us/careers/>

OVERALL RESPONSIBILITIES:

Manage full-cycle bookkeeping for Venue West and all our clients. Responsible for setting internal procedures and identifying efficiency opportunities. Responsible for receivables/payables, bank and credit card reconciliation, petty cash, and cash flow management.

Procedural

- » Balance and maintain accurate ledgers/chart of accounts
- » Manage and improve internal accounting controls
 - Sign off procedures on expenses and expense reports
 - Implement dual signature on all cheques and payments
- » Comply with Provincial and Federal government reporting requirements
- » Maintain a file system for all accounting documents
- » Evaluate procedures for internal teams

Core Responsibilities

- » Manage recoverables for Venue West and issue invoices to conferences
- » Record Venue West receivables and payables (in conjunction with 2nd Bookkeeper)
- » Assist in the development and maintenance of the annual budget
- » Prepare monthly financial statements for Executive Meetings
- » Prepare monthly financial statements, including cash flow, profit, and loss statements and balance sheets for Executive Meetings
- » Manage expense and expense reports from CEO, President, Vice President of Business Development
- » Calculate variances from the budget and report significant issues to the President
- » Run monthly profit reports and draws for the partners on a quarterly basis
- » Prepare monthly financial statements and month-end closings
- » Prepare and present quarterly budget reports as needed
- » Monthly reconciliations
- » Credit card reconciliations (in conjunction with 2nd Bookkeeper)
- » Manage petty cash
- » Monitor office expenses vs budget
- » Record cash receipts and make bank deposits
- » Prepare information for external auditors (in conjunction with 2nd Bookkeeper)



Conference Management Accounting

- » Log key dates from accounting form received from Conference Managers
- » Set up GI/Ledgers for each conference
 - Manage and maintain accurate ledgers
- » Get tax information from Conference Managers
- » Set up a bank account for each conference
 - Provide banking details for deposits/invoices
 - Registration
 - Sponsorship/Exhibition
 - Transfer “seed” money to the bank account if required
- » Track recoverables for Venue West and invoice conference when funds available
- » Monthly reconciliation and reports of conference books
 - Have financials client-ready
- » Registration reconciliation with registration manager
- » Create and track Venue West management invoices to clients
- » Continually evaluate procedures to streamline and make more efficient
- » Close conference books within 6 weeks of the conference ending and provide a report to Conference Managers

Association Management Accounting

- » Evaluate procedure manual for Association Management teams
- » Balance and maintain accurate ledgers/chart of accounts
- » Comply with Provincial/County/State and Federal government reporting requirements
- » Evaluate and maintain financial reporting structure based on bylaws
- » Prepare monthly financial reports for Board Meetings
- » Reconcile membership fees, promotional fees, and sponsorship fees
- » Manage and submit all quarterly government filings
- » Prepare year-end filings including audit ready books for the auditor

Additional responsibilities

The bookkeeper will be responsible for these responsibilities of the 2nd bookkeeper when the 2nd bookkeeper is sick or on vacation.

- » Reconcile bank accounts
- » Process paperwork for new employees
- » Process payroll
- » Process health benefits and manage health benefit payments
- » Manage and track time in lieu
- » Manage and track vacation time
- » Prepare and file GST / HST / QST returns
- » Prepare information for external auditors



KEY REQUIREMENTS

- » Experience with Sage and Quickbooks
- » Strong attention to detail
- » Ability to manage multiple sets of books
- » Multitask, prioritize, and adapt to urgency
- » Able to work as a team and independently
- » Ideally certification in bookkeeping but not a requirement
- » Professional in communication both internally and externally
- » Ability to use Microsoft suite of software with a high degree of competency with excel
- » Reliable and an ability to work as a team and independently

A BIT ABOUT US: Venue West was founded in 1970 and has been an important part of the Canadian conference and association industry ever since. We are one of only 5 companies in Canada and less than 150 in the world who are certified by the International Association of Professional Congress Organisers to manage an international congress. We work with clients from across Canada and from around the world to manage small to large conferences, associations, and events. Since 2005, Venue West has been a family-owned and operated business.

We also care about and invest in our local community and sustainability through:

- » Being a member of 1% for the Planet, where 1% of all our revenue goes to social and environmental charities
- » The use of 100% tree-free paper
- » Support JUMP Math Charity

If you believe you are the right candidate for this position, please send us your CV including salary expectations. CV's will only be accepted through our email and website. Please send an email to careers@venuewest.com or through our website at www.venuewest.com.

ADDITIONAL INFORMATION:

Position Type: Non-Management

Reports To: President

Position Title: Bookkeeper

Works With: Conference Operations, Destination Management, Association Management, and Executive Management

Job Status: Permanent Full Time

Job Location: Remote BC Based

Application Deadline: When filled