

We are growing and looking for a BOOKKEEPER

Location: Remote - Vancouver / Lower Mainland

Manage full-cycle bookkeeping for Venue West Conference Services and all of our clients. Evaluate internal procedures and identify efficiency opportunities. Responsible for receivables/payables, bank and credit card reconciliation, as well as cash flow reporting. Applicants must meet “required” skills to be considered.

REQUIRED

- › 5 years of experience minimum requirement.
- › Proficiency in using accounting software, such as QuickBooks or Sage
- › Strong attention to detail and accuracy
- › Excellent organizational and time management skills
- › Ability to prioritize and meet deadlines.
- › Knowledge of Canadian and International tax regulations
- › Relevant certification (e.g., CPA, bookkeeping certificate) is preferred.
- › **Bachelor’s degree in accounting, Finance, or a related field**

PROCEDURAL

- › Maintain and update financial records using accounting software
- › Balance and maintain accurate ledgers/chart of accounts
- › Comply with Provincial and Federal government reporting requirements.
- › Maintain a file system for all accounting documents
- › Collaborate with other departments to ensure financial accuracy and compliance
- › Stay updated on changes in accounting regulations and best practices

CORE RESPONSIBILITIES

- › Reconcile credit card and bank statements monthly and monitor cash flow (in conjunction with 2nd Bookkeeper)
- › Prepare and submit tax returns and other government documents
- › Generate and present financial reports for management review and report any issues to the President
- › Assist in budget preparation and financial planning
- › Manage payables and receivables for Venue West and all conferences.



- › Manage recoverable expenses and issue invoices to conferences
- › Prepare monthly profit loss statements for conference teams projects in conjunction with the accounting team.
- › Manage expenses and expense reports from CEO, President, Vice President of BD and Partnerships (in conjunction with 2nd Bookkeeper)
- › Record cash receipts and make bank deposits
- › Prepare information for external auditors (in conjunction with 2nd Bookkeeper)

CONFERENCE ACCOUNTING

- › Develop a procedure manual for conference accounting teams
- › Log key dates from accounting form received from Conference Managers
- › Set up a bank account for each conference
- › Set up GL/Ledgers for each conference, manage and maintain accurate ledgers
- › Provide advice and guidance on tax procedures to the conference teams before launch of registration and sponsorship.
- › Create and track management fee and recoverable expense invoices to clients
- › Monthly reconciliation and report of conference books
- › Registration reconciliation with registration manager and transfer of client funds
- › Continually evaluate procedures to ensure efficiency
- › Close conference books within 90 days of the conference ending and provide a report to Conference Managers

HOW TO APPLY

Interested candidates are invited to submit their resume and cover letter by email to careers@venuewest.com. Please include "Bookkeeper Application" in the subject line along with salary expectations.

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 Organizers 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.





ADDITIONAL INFORMATION:

Position Type: Non-Management

Reports To: President

Job Status: Permanent Full-Time

Location: Remote – Vancouver and Lower Mainland only

Application Deadline: When filled

Benefits package

Competitive salary

