

We are growing and looking for a FINANCIAL ADMINISTRATOR

Location: Remote

PROCEDURAL

- » Maintain and update financial records using accounting software
- » Key competency in managing multiple sets of books
- » 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

- » Oversee, direct, and evaluate the operations of the financial and accounting departments.
- » Lead the preparation and coordination of financial statements, summaries, and detailed cost-benefit analyses and financial management reports.
- » Manage the financial planning and budgeting process, ensuring accurate estimates and timely adjustments.
- » Assess financial reporting systems, accounting practices, and investment activities, providing recommendations for improvements to procedures, operating systems, and financial controls.
- » Serve as the primary liaison between the organization and its stakeholders, delivering key financial insights and updates.
- » Advise senior management on critical trends affecting the organization's financial performance.
- » Prepare and submit monthly management reports, finalizing project accounting and ensuring financials are accurately represented.
- » Support budgeting, cash flow management, and strategic financial decision-making.
- » Reconcile credit card and bank statements monthly and monitor cash flow
- » Prepare and submit tax returns and other government documents
- » 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.

- » Record cash receipts and make bank deposits
- » Prepare information for external auditors
- » Other duties as assigned

CONFERENCE ACCOUNTING

- » Develop and implement financial policies, systems and procedures for the accounting team
- » Set up bank accounts for conferences
- » Set up GLs 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
- » Close conference books within 90 days of the conference ending and provide a report to Conference Managers

REQUIREMENTS

- » Bachelor's degree in business administration, economics, commerce or a related field
- » Minimum of 5 years of experience
- » Proficiency in using accounting software, preferably QuickBooks and 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

HOW TO APPLY

Qualified candidates are invited to submit their resume, cover letter and salary expectations by email to careers@venuewest.com. Please include "Application Financial Administrator" in the subject line. Venue West Conference Services encourages applications from candidates of all backgrounds.

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

Application Deadline: When filled

Benefits package

Competitive salary

