

We are growing and looking for a CPA Accountant

Location: Remote – Canada

We are seeking a highly skilled **Certified Public Accountant (CPA)** to oversee and manage our financial operations. The ideal candidate will bring expertise in financial management and a willingness to learn and apply their knowledge to support our growing global operations. If you do not meet the “qualification must haves”, your application will not be considered. This is a fully hands on position.

QUALIFICATIONS (Must-haves)

» **Education & Certification:**

- ✓ CPA designation is mandatory.
- ✓ Bachelor's degree in accounting, Finance, or a related field (master's degree is a plus).

» **Experience:**

- ✓ Minimum of 5 years in a senior accounting or finance role, preferably in a service-based or event management industry.
- ✓ Knowledge of Canadian and Provincial tax regulations.
- ✓ Experience with international tax regulations and cross-border financial operations is a strong asset.

» **Skills:**

- ✓ Proficiency in accounting software (e.g., QuickBooks) and advanced knowledge of Excel.
- ✓ Strong analytical and problem-solving skills.
- ✓ Excellent organizational and time management abilities.
- ✓ Clear communication and interpersonal skills for working with diverse teams and clients.
- ✓ Strong attention to detail and accuracy.

RESPONSIBILITIES

FINANCIAL OPERATIONS AND MANAGEMENT

- » Manage all aspects of day-to-day accounting operations, including but not limited to:
- ✓ Accounts payable: ensuring timely and accurate payments to vendors, clients and suppliers.
 - ✓ Accounts receivable: tracking incoming payments and managing outstanding invoices.
 - ✓ Bank reconciliations: ensuring accurate and timely matching of financial records with bank statements both our Canadian and US accounts.

- ✓ Credit cards: reconcile the companies multiple credit cards monthly.
- ✓ Recoverable expenses: ensure Venue West is reimbursed for expenses paid on behalf of clients.
- » Prepare monthly, quarterly, and annual financial reports for the president and owner.
- » Implement and maintain internal controls to safeguard company assets and ensure accuracy in financial reporting.

BUDGETING AND FORECASTING

- » Lead the creation of comprehensive budgets for the organization.
- » Monitor actual financial performance against budgets, identify variances, and provide recommendations to improve financial efficiency.
- » Forecast revenue and expenses for both short-term and long-term planning.

TAX COMPLIANCE AND REGULATORY OVERSIGHT

- » Manage compliance with Canadian tax laws, including GST/HST filings, payroll taxes, and corporate tax returns.
- » Research and stay updated on international tax regulations, such as VAT, withholding taxes, and treaty provisions that impact the company's global operations.
- » Collaborate with international tax advisors to ensure compliance in jurisdictions where conferences are hosted.
- » Prepare documentation and financial reports required for audits or regulatory filings.

FINANCIAL STRATEGY AND ANALYSIS

- » Provide strategic financial advice to senior management, focusing on profitability, growth opportunities, and risk mitigation.
- » Analyze financial data to identify trends, potential cost-saving measures, and revenue enhancement strategies.
- » Develop financial models for exploring new business opportunities or entering new markets.

INTERNATIONAL OPERATIONS AND CURRENCY MANAGEMENT

- » Oversee multi-currency transactions, ensuring accurate reporting of exchange rates and their impact on financial performance.
- » Manage financial records for operations in multiple countries, ensuring compliance with local laws and accounting standards.
- » Collaborate with international clients and vendors to navigate financial complexities, including cross-border payments and taxation.

TEAM LEADERSHIP AND TRAINING

- » Train team members in accounting processes, policies, and best practices.
- » Oversee bookkeepers and accounting assistants for Venue West's client's financials.
- » Establish clear workflows and accountability structures within the finance and operations teams.
- » Foster cross-department collaboration to align financial processes with overall business goals.

SYSTEMS AND PROCESS IMPROVEMENT

- » Evaluate and implement accounting systems or tools to improve efficiency and accuracy in financial management.
- » Automate routine processes where possible to reduce manual workloads and increase operational efficiency.
- » Regularly review and update financial policies and procedures to align with industry standards and company needs.

HOW TO APPLY

Qualified candidates are invited to submit their resume, cover letter and salary expectations by email to careers@venuewest.com. Please include "CPA Application" in the subject line. Venue West Conference Services encourages applications from candidates of all backgrounds. Please note that only candidates who are shortlisted for an interview will be contacted.

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 – Toronto or Vancouver (Fully Remote)

Application Deadline: When filled

Benefits package

Competitive salary