



About the Greater Vancouver Board of Trade

Since its inception in 1887, the Greater Vancouver Board of Trade has been recognized as Pacific Canada's leading business association, engaging members to positively impact public policy at all levels of government and to succeed and prosper in the global economy. With a membership whose employees comprise one third of B.C.'s workforce, we are the largest business association between Victoria and Toronto. We leverage this collective strength, facilitating networking opportunities, and providing professional development through four unique Signature Programs. In addition, we operate one of the largest (now virtual) events businesses in the country, providing a platform for Presidents, Prime Ministers, national and international business and thought leaders.

Position Description: Staff Accountant (12 Month Contract, Full Time)

The Staff Accountant is primarily responsible for the day-to-day management of Accounts Payable and Accounts Receivable functions. In addition, the Staff Accountant will assist with general ledger reconciliations, general journal entries, and month end closing.

Duties & Responsibilities

Accounts Payable:

- Code and enter all vendor invoices
- Transition vendors to electronic payment processing
- Ensure invoices are approved before payment
- Reconcile vendor accounts
- Reconcile, code and enter expense reports
- Reconcile, code and enter corporate credit card statements
- Process payments by EFT and on-line bill payments
- Prepare monthly GST remittances

Accounts Receivable:

- Generate invoices for membership sales/renewals, event sponsorships, advertising sales, event registrations, document certifications, and other services
- Process payment receipts (Cheques, EFTs, credit cards)
- Reconcile member accounts
- Process adjustments/credits/refunds as necessary
- Generate and distribute member statements
- Responsible for collection efforts on overdue accounts
- Respond to member inquiries



Other Duties

- Petty cash administration
- Assist with various general ledger month-end reconciliations
- Serve as backup as Document Certification Specialist
- Assist with year-end audit
- Ad hoc duties as required from time to time

Qualifications

Education:

- Post secondary school education (college, university or equivalent) in business/accounting or equivalent work experience

Preferred Experience:

- Minimum of two (2) years' experience in similar or complementary role

Required Skills:

- Strong attention to detail
- Able to meet required deadlines
- Able to work independently with minimal supervision
- Team player demonstrating strong customer relations focus and interpersonal skills

We Offer

- Competitive compensation and benefits program including defined contribution pension plan, health and dental programs
- Professional working environment

If this still sounds like you, please apply by submitting a cover letter and resume with clearly identified salary expectations to careers@boardoftrade.com with the subject line "Staff Accountant".