

BRANDLIVE

Accountant and Office Manager
Vancouver, BC

BRANDLIVE creates and produces exceptional events designed to connect people with brands + ideas through authentic and unforgettable live experiences. Our people are our greatest asset and the key to our success. We provide a vibrant environment of creativity and passion for them to perform at their best and realize their potential. We encourage growth and professional development opportunities for all of our team members.

We are looking for a highly organized Intermediate Accountant and Office Manager to support financial operations and the day-to-day administration of the business. You are highly organized, accurate, detail focused, able to manage competing priorities and understand the intricacies of a project-based work environment. Reporting to the Director of Finance, you will support the smooth financial operations of a busy project based work environment.

Specific Duties/Responsibilities:

- Treasury management, including bi-weekly cheque runs and record bank and cash transactions
- Balance sheet account reconciliations and P&L variance analysis
- Compile and analyzing financial information to prepare general ledger entries and document business transactions
- Maintain documentation, files, audit trail, appropriate sign-offs and backup
- Post recurring and non-recurring monthly and quarterly journal entries, period-end adjustments
- Review, validate and process employee expense reports, corporate credit cards and vendor payments
- Project accounting: setup and maintain projects, monitor budgets costs, invoicing and correspond with Producers about project status.
- Assist with preparation of annual budgets.
- Prepare and File GST Returns and Withholding Taxes for non-residents (T4A-NR)
- Responsible for the full cycle day-to-day accounting function, including accounts receivable, accounts payable, bank reconciliations, monthly financial statements, GL entries, year-end closing and adjusting entries.
- Ensure smooth day-to-day administrative operations, including answering telephone and email inquiries, and managing couriers and deliveries, and ordering general office supplies and coordinating meeting room bookings.
- Perform other accounting duties and ad-hoc financial analysis as assigned by the Director of Finance.

Knowledge, Skills & Abilities:

- Post-secondary degree and pursuing an accounting designation.
- Experience with project accounting software, such as Simply Accounting Software, Xero and WorkFlow Max.
- Proficiency with Google Drive

- **Advanced proficiency in Excel, including pivot tables and macros.**
- **Attention to detail with a high level of accuracy, and organization.**
- **Able to successfully manage priorities in a fast-paced environment.**
- **Ability to lead projects from start to finish with minimal supervision.**
- **Ability to work collaboratively with teams in multiple offices.**
- **Excellent verbal, written and group communication skills.**
- **Superior follow-through capabilities and ability to work under pressure to meet deadlines. Willing to work additional hours when necessary to meet year-end or month-end deadlines.**
- **Preference will be given to candidates with 1-2 years of related experience in a project accounting setting**
- **Minimum two (2) years' experience in a full-cycle accounting role.**

To apply please send following items to: HR@brandlivegroup.com

- **Cover Letter**
- **Resume**

No recruiters please.

Application Deadline June 14, 2017