

BRANDLIVE

Bookkeeper

About Brandlive

Brandlive is an award-winning event management and brand activation company with a specialty in large public gatherings like Canada Day at Canada Place, the Honda Celebration of Light, and Vancouver Whitecaps Warmups. Since the company first opened its doors in 2008, we have proudly produced a portfolio of events and conferences that have inspired human connection through authentic and unforgettable experiences. We are a high-performing team of dynamic thinkers and doers who genuinely love what we do for a living.

About the Role

Brandlive is seeking a highly organized Bookkeeper to join the team! As a hands-on member of the accounting department reporting directly to the Director of Finance, you will be instrumental in supporting financial operations and the day-to-day administration of the business. You are detail-oriented, able to manage competing priorities under tight deadlines, and familiar with the intricacies of a project-based work environment. In addition to having excellent written and verbal communication skills, you are able to explain accounting processes and concepts in simplified terms when needed. You thrive in a team environment and operate with a sense of urgency while keeping aligned with the broader goals of the organization.

Duties & Responsibilities:

- Full-cycle accounting (preparing journal entries, reconciling general ledger accounts including bank and credit cards, managing all stages of AR and AP, preparing draft financial reporting)
- Working closely with Production Staff to ensure accurate and proper recording of supplier invoices and purchase orders in project management and accounting softwares
- Ensuring timely and accurate payments to suppliers and proper collection of receivables from customers
- Preparing and processing payroll using Ceridian Powerpay
- Preparing monthly GST/HST returns
- Providing general administrative support
- Other duties as required

Skills & Experience:

- 2-3 years of bookkeeping experience in a similar role
- Diploma in accounting, finance, or business administration preferred
- Highly organized, proactive, and possesses strong attention to detail
- Able to think critically, work independently, and behave with utmost integrity
- Superior oral and written communication skills
- Strong sense of teamwork and camaraderie
- Proficient in Microsoft Office (Word and Excel)
- Experience with Xero and/or WorkflowMax a strong asset

Work Environment

Brandlive has currently adopted a hybrid work model, working 1-2 days a week together in-office in Vancouver (and as-needed during busier project periods), while working the remaining days from home. Owing to the partial in-office nature of the work, candidates should be based in the Vancouver area.

Perks and Benefits

In addition to a competitive salary and flexible work arrangements, we are very pleased to offer extended healthcare benefits and a monthly phone allowance. We provide a paid two-week office closure each year for the winter holidays and host multiple team-building events throughout the year for our staff.

To apply, please send your resume and cover letter to hr@brandlivegroup.com with "Bookkeeper" in the subject line. We sincerely thank you for your interest in the role and would like to note that only applicants being considered for an interview will be contacted.

Job Type: Full-time