

# BRANDLIVE

## Accountant

### **About BrandLIVE**

Brandlive is an award-winning event management and brand activation company specializing in large public gatherings like the Honda Celebration of Light, Canada Together at Canada Place, and the annual Polar Bear Swim at English Bay. Our purpose is to foster human connection through unforgettable shared experiences. We are a high-performing team of dynamic thinkers and doers who genuinely love what we do for a living.

### **About the Role**

We are seeking an energetic Accountant to join our team! As a key member of the accounting department working closely with the Director of Finance, you will be instrumental in supporting the financial operations of a fast-paced and exciting business. You are detail-oriented yet mindful of the “big picture”, able to manage competing priorities under tight deadlines, and take pride in delivering quality work. In addition to having a solid understanding of fundamental accounting principles, you also possess excellent written and verbal communication skills. You thrive in a close-knit 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)
- Ensuring timely and accurate payments to suppliers and facilitating timely collection of receivables from clients
- Project accounting for events using project management software (WorkFlowMax) and accounting software (Xero), up to and including final reconciliation upon event completion
- Maintaining intercompany accounts and performing month-end reconciliations
- Preparing monthly GST/HST returns
- Preparing monthly financial statements
- Providing general administrative support
- Other duties as required

### **Skills & Experience:**

- 3-5 years of progressive experience in accounting, preferably in a project-based environment
- Bachelor's degree in accounting, finance, or business administration
- CPA designation (or near completion)
- Proficient in Accounting Standards for Private Enterprises (ASPE)
- Highly organized, proactive, and strong attention to detail
- Able to think critically, work independently, and behave with utmost integrity
- Proficient in Microsoft Office (Word and Excel)
- Experience with Xero and/or WorkflowMax an asset
- Experience with Asana an asset

### **Work Environment**

Brandlive currently adopts a hybrid work model, working two days per week in the Vancouver office (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 must be based in the Greater Vancouver area.

### **Perks and Benefits**

- Extended health and dental benefits
- Reimbursement of CPA course fees (if applicable) and CPA annual dues
- Monthly phone allowance
- Paid two-week office closure for the winter holidays
- Two weeks paid vacation per year (in addition to the annual holiday closure)
- Attendance to various Brandlive events throughout the year
- Dog-friendly office
- Office-provided lunch every Thursday

### **Salary Range**

\$70,000 - \$85,000 dependent upon experience and progress within CPA program

To apply, please send your resume and cover letter to [hr@brandlivegroup.com](mailto:hr@brandlivegroup.com) with "Accountant" 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 Permanent