

ACCOUNTANT

Company Overview

The Intertask Group of Companies, situated in downtown Ottawa, is a leader in providing conference, exhibition and special event services. Our clients include the federal government and national associations. The finance team performs corporate as well as client accounting services. The company is well established and offers a generous benefits package.

Intertask requires an Accountant with Association Management experience. The accountant would assist with the full accounting cycle and be working in a 3-person Finance team headed by the Vice President, Finance and Administration, a CMA.

The accountant would also administer the affairs of a small Canadian association including monthly Board meetings and its scholarship fund.

Responsibilities:

- Accounting functions including financial statement preparation for a small national legal association
- Administrative duties related to association management, including membership services
- General accounting functions, including payroll, receivables and payables for corporate and client accounting
- Handling multiple sets of books
- Banking, reconciliations and managing multiple accounts
- Filing of T4s and T4As, GST, Employer Remittances and WSIB
- Conference accounting, reconciling client funds, using an online database/registration system with e-commerce functions
- Completing full month-end procedures, preparation of statements with budgets
- Assisting with external auditors
- Maintaining an electronic purchase order system and an internal time-tracking system
- General office procedures and administration
- Maintaining maintenance records for office equipment, computers, printers
- Occasional travel to conference venues in Canada

Qualifications:

- Accounting certificate or diploma
- Related work experience of 3-5 years, especially in an Association environment
- Advanced knowledge of Excel and exposure to databases
- Experience with Simply Accounting
- Detail oriented, organized, multi-tasking
- Effective written and interpersonal communication skills
- Bilingualism an asset

Position starts June 2010. Please send covering letter and résumé to:
careers@intertaskconferences.com