

Accounting Assistant – Job Description

Intertask Conferences is a nationally recognized Meeting and Event-planning firm headquartered in Ottawa with a strategic partnership with JPdL of Montreal, creating the largest event management organization in Canada. Intertask Conferences serves as the secretariat and administrator for several not-for-profit, membership based, professional Canadian associations.

We have an immediate opening for a regular/part-time accounting assistant with strong bookkeeping and administrative skills to support the Finance Team.

Core responsibilities

- Preparation of monthly bank reconciliations for multiple projects;
- Preparation and deposit of funds to multiple banks;
- Processing of payments and receipts through the accounting system (Sage 50);
- Maintenance of an electronic purchase order database system;
- Maintenance and update of employee time tracking system in Outlook;
- Issue charitable receipts and assist in the filing of charitable returns;
- Preparation of T4A's;
- Assist with monthly registration revenue reconciliations;
- Assist with e-commerce processing of conference delegate payments ;
- Assist with online database/registration system;
- Assist with other duties to support the Finance Team.

The ideal candidate will have the following skills and experience

- Relevant accounting/bookkeeping experience;
- Accounting certificate or diploma;
- Experience with Sage 50 (Simply Accounting);
- Strong administrative skills and above average knowledge of Microsoft Office products (Word, Excel, Outlook);
- Superior attention to detail;
- Well organized, detail oriented and the ability to handle competing priorities;
- Good command of the English language; French is considered an asset;
- Sage 300 (AccPac) is considered an asset.

General Information

- Hours of work will 3 days per week (Monday-Wednesday)- minimum of 20 hours per week;
- Rate of pay: \$18-\$20/hour
- A skills test maybe administered.

Please forward a cover letter and resume to osmith@intertaskconferences.com with Accounting Assistant in the subject line. Please apply by Tuesday, April 23rd, 2019

Intertask thanks all those who submit an application; however, only those selected for an interview will be contacted.