

Schedule "A"
TOURISM VANCOUVER
METRO VANCOUVER CONVENTION & VISITORS BUREAU

POSITION DESCRIPTION

IDENTIFICATION

Position Title:	Intermediate Accountant
Department:	Corporate Services
Reporting to:	Controller
Date Prepared:	February 2017

POSITION SUMMARY

The Intermediate Accountant will assist the Controller in overseeing the day to day accounting activities of the Finance department to ensure the daily accounting and financial processes are accomplished in a timely and accurate manner. In addition, this position will oversee and support the accounts payable and receivable functions of the Finance Assistants.

POSITION RESPONSIBILITIES

The responsibilities include but are not limited to the following:

- Assist the Controller in overseeing the payables and receivables functions;
- Responsible and oversees payroll processing including related journal entries, ensuring compliance, reconciliation and coordination of applicable benefits related to payroll and T4 calculations;
- Responsible for monthly bank and balance sheet accounts reconciliation;
- Administers the corporate credit card(s) program;
- Assists the Controller with analysis and preparation of various financial reporting needs;
- Assists the Controller with month end general journal entries and year end entries including overseeing and maintaining the chart of accounts;
- Assists and works with the Controller to ensure internal controls are effective;
- Assists the Controller with the annual financial audit including preparation of lead sheets, account reconciliations, and responding to auditors' requests;
- Works with the Controller to improve general financial related systems and processes.

- Provides training to new finance staff (A/P and A/R) as part of new employee orientation.

Other duties as assigned from time to time by the Controller, Chief Financial Officer or by Tourism Vancouver.

WORKING CONDITIONS

Attendance and/or assistance at occasional after-hours functions.

QUALIFICATIONS

- 2 – 4 years of experience in a similar role including at least two years working experience in a supervisory capacity with strong leadership skills
- Must have achieved higher levels of professional accounting program
- A solid understanding of the full accounting cycle up to preparation of financial statements
- Demonstrated ability to be well organized with a high degree of accuracy and attention to detail; excellent time management; able to prioritize competing responsibilities and meet tight timelines
- Ability to think critically/analytically with excellent judgement and skill in decision making
- Able to work independently and committed to team excellence
- Strong working knowledge with Microsoft Excel and experience with other Microsoft Office applications an asset.
- Experience with established accounting and related software an asset
- Demonstrated effective written and verbal communication and interpersonal skills with all levels of the organization
- Experience with absolute discretion and management of confidential information
- Passionate about Vancouver as an international travel destination