



## Accounting Assistant

### About ICBA

The Independent Contractors and Businesses Association (ICBA) represents more than 2,300 members and clients in construction and responsible resource development and is one of the leading third-party providers of group health and retirement benefits in B.C. ICBA trains more than 3,500 workers every year and is the single largest sponsor of trades apprentices in the province. [www.icba.ca](http://www.icba.ca)

### Opportunity

We are currently looking for an Accounting Assistant to join our team. This position is ideal for someone that can work well individually and as part of a close-knit team. A competitive salary, full benefits package and training and career development opportunities will be offered to the successful candidate.

### Qualifications

- One to three years experience in an accounting role
- A solid understanding of basic accounting principles
- Strong organizational and prioritization skills with a focus on attention to details
- High level of integrity complemented with the ability to deal with confidential information
- Ability to meet deadlines in a fast-paced and dynamic team environment
- Working knowledge of Sage ERP, MS Office, Windows, Outlook
- Experience with bank account reconciliations
- Excellent customer service, communications and interpersonal skills
- Post-secondary education with completion of introductory to intermediate accounting courses

### Responsibilities

- Adapt rapidly to the organizational environment and culture
- Carry out accounts payable and accounts receivable functions
- Communicate and liaise with vendors and customers
- Prepare account, corporate credit card and bank reconciliations
- Manage credit card payment process
- Assist with payroll functions
- Prepare journal entries and other accounting duties as required
- Support month-end and year-end financial reporting and government filings
- Ad hoc responsibilities as assigned

### How to Apply

To apply, please email a cover letter and resume to [info@icba.ca](mailto:info@icba.ca) and indicate 'Accounting Assistant' in the subject line. We thank all candidates for their interest; however, only those selected for an interview will be contacted. No phone calls please.

***Please note: the last day that we will accept applications is January 18, 2020.***