

Indigenous Tourism Association of Canada (ITAC) is hiring an **Accountant** to join their growing team. This position is open to all applicants and is based in our beautiful ocean and mountain view Vancouver office.

The primary role of the Accountant is to be responsible for the organization ensuring accurate and timely completion of all required monthly and year-end processes which will include entries and schedules, reconciling and managing the vendor accounts, vendor invoice processing, creating payment proposals, conducting inventory reconciliation and banking.

This role requires the incumbent to be an individual who is knowledgeable and motivated to work alongside an experienced accounting team. The ideal candidate is organized, able to prioritize various deadlines and capable of building strong working relationships within the organization.

Responsibilities include (but are not limited to):

- Post and process journal entries to ensure all financial transactions are recorded
- Reconcile bank accounts and credit card accounts by compiling and balancing financial information
- Administer accounts receivable by posting payments and reconciling accounts receivable detail and control accounts
- Track and monitor accounts payable
- Issue accounts payable payments and perform reconciliations
- Review and process expense reports and conduct receipts audit
- Generate and analyze vendor contracts and reports, and monitor cost of services and production
- Assist in the preparation of monthly/yearly closings
- Post adjusting entries and assist in preparation of financial statements
- Assist the Controller with other ad hoc duties when required
- Assist in tax preparation and audits
- Assist in report preparation and finance presentations for the Executive and the Board of Directors as required
- Assist with other accounting and finance related duties as required

Qualifications

Education:

- Post-secondary degree/diploma with a focus on Accounting/Finance or equivalent
- Enrollment in or completion of CPA designation and or CAFM designation.

Relevant Experience:

- Knowledge of Indigenous communities, businesses, and similar organizations across Canada
- Knowledgeable of Indigenous culture and a strong desire to develop economic opportunities for Indigenous tourism businesses
- Experience with a non-profit organization is a strong asset

Skills and Abilities:

- Excellent communication skills, verbal and written including report writing
- Solid organizational skills, and critical thinking skills with a strong attention to detail
- Minimum of 3 years accounting and finance experience
- Experience with year-end and reporting
- Hands-on experience working with GL's
- Ability to manage competing timelines
- Excellent relationship building skills
- Ability to plan and prioritize workload
- Adaptable and flexible to changing priorities
- Very efficient in working with an ERP system
- Strong working knowledge of Microsoft Office
- Excellent customer service, professionalism, and communication skills both written and verbal as there will be client contact
- Ability to work well within a team and individually
- Self-starter
- Flexible working hours may be required
- Travel may be required with this position

Work Location:

Head Office, Vancouver, BC Canada

To apply to this position, please respond by email to hr@chemistryconsulting.ca submitting an up-to-date cover letter, and resume detailing your experience and qualifications as well as outlining why you are interested in this position with ITAC.

We would like to thank all applicants, however only those selected for an interview will be contacted.

Closing Date: Open until filled