

About the Organization: Speakers’ Spotlight

Speakers' Spotlight is a speakers’ bureau that represents many of the world’s most extraordinary speakers, leading thinkers, and inspiring individual. They are all leaders in their respective fields, which include business, politics, sports, media, academia, science, technology, culture, and entertainment. Since Speakers’ Spotlight began in 1995, we have worked on over 30,000 events in more than 35 countries. www.speakers.ca

Accounting Administrator – Job Description

Working remotely and with the Sales Team, Event Coordinators and Management:

General Accounting and Support:

- Accounting and Bookkeeping within QuickBooks Accounting software
- Sales Order Tracking and Weekly Reconciliation
- Purchase Order Tracking and weekly reconciliation
- Invoice Tracking and weekly reconciliation
- Ensure all transactions are posted to the appropriate accounts
- Ensure that the revenue and cost of goods accounts and associated items are tracked according to the business requirements
- Weekly Reports – SO, PO, Invoice
- Process and manage recurring monthly expenses weekly
- Employee expenses
- Banking deposits
- Ensure daily/weekly that all transactions in bank accounts are accounted for and report all discrepancies

Accounts Receivable / Accounts Payable:

- Accounts receivable processing and management
- Accounts payable processing and management
- Vendor management – report on account balances, credit memos, rebates, trade-ins, credit line, on a weekly basis
- Receive items and Bills into Accounting system
- Process deposits and closing cheques
- Ensure that supplier statements are reconciled within Accounting system
- Communicate & respond to all customers/suppliers inquiries Re: Invoices, payments, credits, prices
- Monthly A/R and A/P reports

The ideal candidate will have a minimum of two years of accounting or bookkeeping experience and strong verbal and written communication skills. Experience with QuickBooks or another ERP system are considered assets.

Please send your resume with your salary expectations to careers@speakers.ca by May 12, 2021. We thank all applicants for their interest but only candidates considered for an interview will be contacted.