

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

POSITION DESCRIPTION

IDENTIFICATION

Position Title:	Finance Assistant, Accounts Payable
Department:	Corporate Services
Reporting to:	Controller
Date Updated:	September 2016

POSITION SUMMARY

Reporting to the Controller, the Finance Assistant is responsible for duties primarily related to Accounts Payable. The primary focus will be to ensure all aspects of the payment and purchasing cycle are accomplished in a timely and accurate manner.

POSITION RESPONSIBILITIES

The responsibilities include but are not limited to the following:

- Ensure that all invoices are coded, verified and posted into the finance system accurately
- Maintain communication with vendors to ensure accounts issues are addressed, reconciled and resolved
- Ensure timely payment of invoices and expense account documentation, facilitate funds transfer and wire payments
- Reconcile and process expense reports
- Assist finance team with cashflow management
- Oversee, plan and execute the A/P month-end close process, prepare accrual journal entries at month-end as required
- Provide assistance for Accounts Receivable as required
- Assist in the preparation of month-end schedules and analysis of financial statements

- Perform statement, bank and reconciliations of other accounts

WORKING CONDITIONS

The position may require flexibility to work beyond normal office hours on occasion and the ability to multitask and adapt to changing priorities in a team environment. Attendance may be required at occasional early and after-hours work related functions.

QUALIFICATIONS

- This is a junior to intermediate accounting position. The ideal candidate will have 2-3 years of experience in a similar role
- Good understanding of accounting cycle, specifically the accounts payable cycle, through to exposure with financial statement preparation
- Demonstrated effective communication and interpersonal skills
- Must be willing to work independently, be very well organized, able to prioritize, meet deadlines, take initiative to solve problems and pay attention to details
- Strong software skill sets:
 - Good working knowledge of Excel and Word
 - Experience with cloud-based accounting system an asset
 - A willingness to learn and adapt to new software & hardware application
- Enrolment in CPA or CMA accounting program preferred
- Absolute discretion & management of confidential information

Please Note: Duties and responsibilities may be added, deleted, or changed at any time at the discretion of Tourism Vancouver.