



Sea to Sky Meeting and Association Management Inc.

Managing Conferences, Events, and Associations, in Canada and around the World

POSITION SUMMARY: BOOKKEEPER, ASSOCIATIONS AND PROJECTS

ABOUT SEA TO SKY MEETING AND ASSOCIATION MANAGEMENT INC:

Sea to Sky Meeting and Association Management Inc. (Sea to Sky) is an award winning company founded in 2001. Our core business is providing conference, event and association management services to associations and organizations around the world. Our clients include individuals, provincial, national and international associations, provincial and federal governments and corporations.

We provide our clients with “one-stop” shopping options for conference, association management, tradeshow, special event production, tours and registration services. Our association management services includes helping board members and executive directors develop and implement strategic plans, providing membership administration, retention and recruitment services, managing finances, raising funds, managing projects and programs, and streamlining processes and systems to improve efficiency and effectiveness. Our conference and event experience varies from international conferences of up to 4,000 attendees, to a public festival of 8,000 visitors, and provincial and national annual conferences of 300 to 1,500 attendees.

THE POSITION:

The Bookkeeper, Associations and Projects will manage bookkeeping and financial administration activities pertaining to associations and conference management projects reporting to the President and Project Directors. He or she will also assist the Company Bookkeeper and the President and Project Directors with administration tasks, as needed. It is a part-time position of about 20 to 30 hours per month and can be fulfilled working remotely.

He or she will work as a team player with Sea to Sky’s clients, colleagues and suppliers, be open to learning and contributing new ideas, deliver outstanding services keeping with the vision, values and strategic direction of Sea to Sky and our clients.

QUALIFICATIONS:

- Bachelor’s degree in Accounting or related field
- Three years’ bookkeeping experience working in accounts payable and receivable, general ledger using generally accepted accounting principles (GAAP) principals
- Strong knowledge of GAAP principles
- Experience working with multiple project managers on multiple projects
- Extensive experience with data entry, record keeping and computer operations
- Thorough understanding of QuickBooks required (full-cycle use of the software) (the Bookkeeper maintains Sea to Sky’s QB account files and provides all data entry for conference and association management. The project manager provides all necessary transactions to be inputted to the bookkeeper. The bookkeeper reports on given data).
- Proficiency in Microsoft Office tools, especially Word and Excel
- Strong understanding of business and income tax worksheets and computations

DESIRABLE ATTRIBUTES:

- A team player who delivers the highest possible standards in terms of work quality and customer service
- A detail oriented effective communicator who provides accurate and timely responsiveness to enquires, requests and deadlines.

HOURS AND REMUNERATION:

Remuneration will be commensurate with experience.

TO APPLY:

Please submit your resume to sarah@seatoskymeetings.com. We thank in advance all those who apply. Only those applicants selected for an interview will be contacted.

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