



## **Position: Accounting/Administrative Coordinator**

Canadian Boat Shows is looking for an enthusiastic, hard-working individual to add to our show team in the Bolton, Ontario office. If you love accounting & administrative tasks AND events! – we have a great opportunity for you.

We are the producers of the premiere events for the recreational boating industry in Canada – the Toronto International Boat Show and the Vancouver International Boat Show.

We are committed to excellence and consumed with producing shows that deliver strong results for our exhibitors and the best experiences for consumers. We prioritize a positive work environment, while working collaboratively with each other and the recreational boating industry.

### **Overview:**

This role is responsible for sharing in the bookkeeping, accounting and administrative needs of the Toronto and Vancouver Boat Shows and the company, Canadian Boat Shows.

### **Responsibilities:**

- Responsible for daily accounting and bookkeeping for the Toronto and Vancouver Shows and company, Canadian Boat Shows. Including banking, processing daily payments and journal entries
- Maintenance of all accounting records and a comprehensive set of controls
- Accounts Payable
- Processing of event credit card transactions
- Reconcile bank and credit card accounts monthly
- Payroll processing
- Assist with Accounts Receivable
- Remitting taxes including HST
- Remitting WSIB payments
- Maintain a system of controls over accounting transactions
- Distribution of monthly general ledger detail to budget managers
- Assist Controller with annual audit by external auditor

- Organize and maintain electronic and paper filing systems required for the company
- Shows administrative responsibilities including data entry, inputting and execution of exhibit space contracts, invoicing, payment processing and exhibitor support
- Maintain accurate databases in Sales Force, Constant Contact and other
- Responsible for Exhibitor Guest Ticket programs, including order entry and mailings
- Pre and post show reporting for petty cash, expenses, ticket sales, trade, and exhibitor badges
- Assist with corporate requirements including insurance, grant applications, and records
- Meeting preparation, including copying, filing, scanning, formatting documents and presentations
- On-site Show Office support at Toronto and Vancouver Boat Shows
- Provide accounting and administrative support for team members as required – we're a small team, everyone rolls up their sleeves!
- The balance of duties for this position is Accounting: 60%, Shows/Corporate Administrative: 40%

### **Requirements:**

- Post-secondary education in Accounting
- 2+ years experience in an accounting and administrative role in a small office setting
- Familiar with Simply Accounting or similar software
- Highly skilled in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Experience working in Sales Force considered an Asset
- Higher than average knowledge of computer programs, equipment, and software
- Fast learner needing minimal training in accounting and administrative tasks
- Strong communicator, written and verbal
- Thrive working under pressure, while multi-tasking
- Outstanding organizational skills and attention to detail
- Willing to work flexible hours, especially during show season. Some evening and weekend hours
- This position requires the employee to have a valid driver's license and vehicle to get to/from the office, local suppliers, and event site. There is no public transit in Bolton

This position reports to the President/Show Director and the Controller, and is located in our Bolton, ON office.

Applicants are asked to send a cover letter and resume by September 28, 2022, in confidence to: [work@canadianboatshows.com](mailto:work@canadianboatshows.com)

Please include 'Accounting/Administrative Coordinator' in subject line of your email.

Canadian Boat Shows offers accommodation for applicants with disabilities as part of its recruitment process. If you are contacted for an interview, please advise us if you require an accommodation.

[www.torontoboatshow.com](http://www.torontoboatshow.com)

[www.vancouverboatshow.ca](http://www.vancouverboatshow.ca)