

Accounting Clerk/Executive Assistant

Alitis Investment Counsel Inc. ("Alitis") is seeking an Accounting Clerk/Executive Assistant to join our growing team. This is an excellent opportunity to be part of a locally owned Investment Management Firm based on Vancouver Island.

Reporting to the CFO the successful applicant will be a key member of the accounting team at the firm. They will also play a role in supporting the Executive Committee and general administrative support in the office.

This is a permanent full-time position (Monday to Friday) and can be based in our waterfront Campbell River office or our brand-new Comox office (opening in Summer 2022). There will also be the option to work from your home office 1-2 days per week.

The responsibilities of this role include:

Accounting Clerk

- Verifying and posting vendor invoices including monthly credit card reconciliation
- Preparing monthly bank reconciliations
- Monthly management fee billing and reconciliations
- Processing bi-monthly payroll
- Preparing government remittance payments including GST and payroll remittances
- Maintaining employee benefits programs, including quarterly RRSP calculation
- Assisting with new employee onboarding

Executive Assistant & Reception Support

- Providing ongoing support to the Executive Committee
- Coordinating and making arrangements for internal meetings and events including logistics (e.g., communication, location, meals, equipment, materials, RSVPs, and travel.)
- Recording and preparing minutes of meetings
- Acting as a liaison with external vendors
- Answering phones, greeting clients, scheduling meetings & preparing mailouts
- Assisting with special projects as required

The ideal candidate will have/be:

- Self-motivated and be able to work independently
- Exceptional verbal and written communication skills with demonstrated ability to exercise the utmost discretion with confidential information
- Experienced using Microsoft Word, Excel, and PowerPoint
- Exceptional at managing and prioritizing multiple tasks
- Strong relationship skills

Preference will be given to candidates with:

- 3-5 years of bookkeeping experience
- Solid understanding of accounting and financial statements
- Experience working in an administrative role in a client service-orientated environment

Remuneration consists of a base salary, a team bonus, and a comprehensive group benefits program, which includes an employer-funded group RRSP.

Alitis is an equal opportunity employer. We are committed to creating a diverse environment. All applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

To be considered for this opportunity, please submit a resume and cover letter outlining your relevant experience to careers@alitis.ca.

COVID-19 Precautions:

Interviews for this position may be conducted by video conference, in-person (respecting social distancing measures) or by phone.

We thank all those who apply; however, only shortlisted candidates will be contacted.