



JOB DESCRIPTION – EXECUTIVE ASSISTANT

Reports to: Partners

About Invictus Accounting Group LLP

We are not your typical CPA firm. Located in the heart of downtown Vancouver, Invictus Accounting Group provides consulting, accounting and tax advisory for publicly listed and privately held companies. We are creative problem solvers, strategic thinkers, and love what we do. Our team members gain experience in industry-like roles while benefitting from the variety and professional atmosphere of public practice.

Striving for balance, Invictus has a work environment where flexibility and family are as important as professionalism and premier service. Diverse and challenging work, and a fun, team-oriented atmosphere are a few of the many reasons we have very low employee turnover.

Job Overview

As part of the Invictus team, this is an exciting opportunity to support Invictus' senior leadership in a dynamic and engaging work environment. The Executive Assistant will coordinate and manage executive scheduling, prepare and organize important strategic materials and plans, and facilitate communication with stakeholders. The ideal candidate will have exemplary time management skills, be able to efficiently complete deliverables, and be able to identify and anticipate the partners' needs.

Key Accountabilities and Responsibilities

Project Responsibility: Works directly with the firm partners to support all aspects of their daily work routine. Maintains executive calendars, including scheduling meetings, appointments and travel arrangements. Screens partner phone calls and emails, using discretion to prioritize important messages. Determines priority of matters of attention for the partners; redirects matters to staff to handle, or handles matters personally, as appropriate. Communicates key messaging to internal and external stakeholders. Assists in development of presentations. Engages in billing and collections as required, as well as managing expense reports. Prepares, copies, transcribes, edits, and proofreads documents, such as engagement letters. Supports the office by maintaining paper and electronic filing systems, ordering supplies, and assisting with space setup. Completes additional and/or alternative duties as assigned, including supporting other departments and leaders as needed.

Service Orientation: Establishes professional relationships with internal and external stakeholders, building trust with them. Is a firm leader in service orientation, ensuring open and effective communication. Provides value-added, practical and pragmatic recommendations and improvement strategies.

Quality Assurance: Ensures maintenance of high standards and quality of documentation produced by the firm.

Team Development: Contributes to the team-based office culture, promoting open and transparent communication with all team members and assisting other members of the firm as needed.

Education and Professional Skillset Requirements

Experience: Three to five years experience as an Executive Assistant or in a related role. Experience working in a public practice accounting firm or the finance industry would be considered an asset. Experience with bookkeeping tasks considered an asset.

Education: A undergraduate degree or diploma in a related discipline is preferred.

Technical Expertise: Exceptional writing, editing and proofreading skills. Proven ability to manage complex schedules and prioritize key tasks.

Project Management: Outstanding project management experience and skills combined with an ability to work effectively with staff and clients.

Style: Collaborative, team-oriented, high-energy, self-motivated, smart, performance driven, multi-tasker, confident. A strong commitment to professional and client service excellence. Contributes to a fun, social and successful work environment. Comfortable working with senior leaders and stakeholders.

Language: Ability to communicate clearly and effectively, both orally and in writing, in English. Proficiency in Spanish would be considered an asset.

Compensation

Invictus offers industry-competitive salaries, annual bonus opportunities, paid vacation and sick time, a health savings account, and professional development opportunities. Invictus is dedicated to helping all employees achieve work-life balance, valuing family and flexibility equally with professionalism and premier service.

To Apply

To apply, please submit your resume and transcripts to: careers@invictusaccounting.com