



JOB DESCRIPTION – Bookkeeping Intern

Reports to: Manager or Partner

FTE: Full-time preferred

Location: In-office

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 be involved in bookkeeping and accounting services for a diverse client base. The Bookkeeping Intern role is an integral part of our advisory team that helps create value through delivering responsive, practical, high quality financial reporting, internal control compliance and advisory services to our clients. This position is designed to support our bookkeeping team, who we refer to internally as “Accounting Technicians”. Assuming mutual fit, this internship could be transitioned to permanent role at Invictus once the successful candidate has acquired an appropriate level of bookkeeping skills and knowledge.

Key Accountabilities and Responsibilities

Project Responsibility: Responsible for daily data entry and accounting operations for a portfolio of clients, including accounts payable, accounts receivable, bank reconciliations, payroll and monthly accounting closes.

Service Orientation: Establishes professional relationships with client personnel, building trust in our advisory capacity with them. Maintains a strong service orientation, ensuring open and effective communication with clients.

Quality Assurance: Ensures maintenance of high standards, quality of deliverables and dedication to timelines.

Team Development: Contributes to the team-based office culture, promoting open and transparent communication with all team members.

Education and Professional Skillset Requirements

Education and Experience: Open to receiving applications from candidates with a range of education and experience. Any progress towards a post-secondary degree or diploma in business, accounting, or a related discipline is considered an asset. Relevant work experience is considered an asset.

Language: Ability to communicate clearly and effectively, both orally and in writing, in English.

Technical Expertise: General knowledge of basic accounting principles. Proficiency in Microsoft Excel and Word. General knowledge of common accounting software (QuickBooks Online and/or SAGE) is considered an asset.

Project Management: Ability to manage multiple tasks and meet project deadlines.

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.

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