



JOB DESCRIPTION – ACCOUNTING TECHNICIAN

Reports to: Manager or Partner

About Invictus Accounting Group LLP

We are not your typical CPA firm.

Located in the heart of downtown Vancouver, our 70 plus team members provide 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 provide industry-like services (such as Controller, Director of Finance, Director of Internal Audit, CFO) while benefitting from client variety, camaraderie, and professional atmosphere of public practice. We focus on providing top-tier advisory services, and we have built strong relationships with our clients and both national and mid-tier audit firms.

Committed to balance, Invictus' work environment ensures flexibility and family are as important as professionalism and premier service. To accomplish this we developed a proprietary "Great Eight" methodology and training system which teaches our team members to consistently have highly effective and balanced eight-hour workdays (and it works!). Our diverse and challenging work, as well as fun, team-oriented atmosphere are just a couple of the reasons we have very low employee turnover, and a rapidly growing team.

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 Bookkeeper 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.

Key Accountabilities and Responsibilities

Project Responsibility: Responsible for daily data entry and accounting operations for a portfolio of clients, including accounts payable, accounts receivable, 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: Post-secondary degree or diploma in business, accounting, or a related discipline. Professional accounting designation preferred. Minimum of 3 years accounting experience.

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, and general knowledge of common accounting software (QuickBooks Online and/or SAGE) preferred.

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

Please submit your resume when applying on LinkedIn.