



Innovative and relevant solutions for the crisis of stuff

Accounting Manager 13 Month Full Time Term Position Available

The story of Bank and Vogue is one about following your passion and beliefs, creating opportunities for our suppliers and customers, and building a great family-based business. Most importantly however, the purpose of our business is to develop *Innovative and Relevant Solutions for the Crisis of Stuff*. We aim to find new homes and purposes for the many consumer goods that people throw out or recycle.

We are a multi-cultural team that cares about the charities and global customers we support, and believe that the work we do makes a difference. We strive to create a family-friendly work culture committed to customer service excellence, hard work, and having fun. We are creative, innovative, and open minded. We embrace diversity; we are inclusive, cross cultural and global. We enable people to grow, learn, discover and contribute meaningfully.

We are currently looking for an Accounting Manager for a 13-month contract to cover the Maternity and Parental Leave of our current Manager. You should have a minimum of 2-3 years of post-designation experience. This is a critical role in our organization with interaction with staff across the business and members of the Executive Team. We are looking for a mature, professional individual with experience in the areas listed below.

Job description

In this role you will be reporting to the Vice President of Finance and Vice President of Operations and will be responsible for the following:

- Collaborate and advise management & executive team using data and business reports.
- Supervise and manage (2.5 FTE) accounting department staff.
- Prepare weekly & monthly financial reports, month-end accruals, adjusting journal entries, and perform account analysis.
- Monitor and evaluate accounts receivable collections & accounts payable disbursements.
- Verify outgoing cash disbursements and bank deposits.
- Prepare outgoing wire transfers.
- Project and manage cash flow and reconcile bank accounts.
- Review and analyze company ledger for accuracy and performance analysis.
- Prepare journal entries and other accounting entries
- Prepare reports analyzing profit margins, performance of individual employees, and summarize customer and supplier transactions.
- Prepare government remittances.
- Review, monitor and improve procedures and controls in collaboration with Operations Manager.

Experience and Education Requirements:

- Three or more years of experience following graduation as either a CPA-CGA or CPA-CMA.
- Strong communication skills both written and verbal.
- Good organization skills.
- Excellent knowledge and use of QuickBooks.

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- Strong knowledge and practical experience in Excel including Pivot Tables.
- Strong problem solving, analytical, and decision making skills.

Terms of Employment: 13 Month term. Full time (37.5 hours per week)

Start Date: June 26, 2017 (Approximate, Negotiable)

Please send your cover letter and a resume to careers@bankvogue.com and include "Accounting Manager-Term" in the subject line. However, only candidates selected for an interview will be contacted. Bank & Vogue is an equal opportunity employer. Accommodations will be provided at all stages of the hiring process; we ask applicants to make their needs known in advance.

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