



## ACCOUNTING ASSISTANT | PART-TIME | PERMANENT

The International Cinematographers Guild, Local 669 is seeking a professional to join our team as a part-time, permanent **Accounting Assistant**.

The Accounting Assistant is responsible for assisting the Controller with general accounting duties, including accounts payable and receivable. Please see the attached job description for a list of duties.

### QUALIFICATIONS:

- Relevant education and/or equivalent experience in accounting
- Proficient in QuickBooks and Microsoft Office, particularly Excel
- Familiarity with Filemaker, Stripe, Adobe, and the film industry are an asset
- Self-directed individual with exceptional attention to detail and time-management skills
- Strong written and verbal communications; the ability to compose correspondence, reports, and other material using clear, concise language
- Ability to work independently and as part of a team
- Willingness to work a flexible schedule for vacation coverage for Controller

**Hours:** 20 hours per week

**Office location:** 217-3823 Henning Drive, Burnaby, BC

**Remuneration:** \$31.87/hour

**Anticipated start date:** As soon as possible

**Please note this is a unionized position.** A 9% RRSP contribution is provided following the completion of a 3-month probationary period.

If you are interested in applying for this position, please email your **cover letter and resume** to [careers@icg669.com](mailto:careers@icg669.com) with "Application for Accounting Assistant" as the subject line.

No phone calls, please. We thank all applicants for their interest. However, only candidates selected for interviews will be contacted.

**Deadline for applications is February 26, 2023 at 5 pm.**

### About Us:

Established in 1990 with 145 members, the International Cinematographers Guild, Local 669 of the International Alliance of Theatrical Stage Employees and Moving Pictures, has grown to represent over 1,000 Camerapersons, Digital Imaging Technicians, Video Assists, UAV Drone Aerial Camerapersons, Still Photographers and Publicists across Western Canada.

ICG 669 is proud to represent skilled and talented individuals, including award winning and internationally recognized photographers and cinematographers, working in film and television industry. For more information visit [www.icg669.com](http://www.icg669.com).



## **ACCOUNTING ASSISTANT JOB DESCRIPTION**

### **Process Remittances**

- Download weekly Employment Earnings reports from payroll companies, upload to Filemaker
- File all hard copies, scan and electronically file relevant documents

### **Audit Payroll Information**

- Review permit forms, compare to database to ensure permit fees are being deducted correctly
- Run report to confirm remittances allocations. Reallocate fringes to correct productions
- Run report to ensure correct fringes are being paid by production. Notify Controller and Business Agents if discrepancy exists
- Review missing SINs. Use deal memos, permit forms, or remittance files to retrieve missing data
- Complete member information in database if missing
- Assist with production payroll audits (i.e. reviewing timesheets for correct rates, deductions, OT, etc.)

### **Month End Reporting**

- Close batch and enter paper receipts into Receipts Tracking
- Download Stripe transaction report and import to Receipts Tracking
- Allocate amounts to correct categories
- Ensure end of month reports are complete and balance
- Investigate discrepancies

### **Accounts Payable**

- Cheque preparation and distribution
  - Print cheques as per Controller
  - Ensure cheque information matches the supporting documents
  - Confirm cheques have two signatures, distribute cheques
  - File cheque stubs with supporting document in their corresponding folder
  - Record cheque details in Filemaker, if applicable
- Cross trained in accounts payable to provide vacation relief for Controller
- Compile credit card receipts for company and Business Agents and compare to credit card statement

### **Accounts Receivable**

- Prepare and send Initiation Tax Receipts, as per member request
- Email Dues Tax Receipts, as per member request
- Dues reminders and automatic payments
  - Provide contact list to Reception/Administration to email dues reminders to members in arrears at the beginning of the last month of each quarter, record in Filemaker
  - Audit member balances each quarter, pause subscriptions when necessary, and contact members if issues arise with their payments
  - Provide content and reminders to Communications for eBulletin

### **Additional Duties**

- Document retention
  - Upon completion of audit, sort, box, and send all previous year's remittances to secured storage
  - Record information in storage tracking spreadsheet
  - Request boxes to be destroyed as per Controller
- Liaise with external auditor and provide information as requested
- Tax form assistance
  - Ensure SINs are collected for tax slip recipients
  - Process annual T4 and T4A mail out
- Work with IT to problem solve and integrate Stripe functionality with website and Filemaker
- Maintain detailed asset inventory
- Other accounting related duties, as assigned by the Controller