



Accounting Administrator – Vancouver

This year, Odlum Brown celebrates its 94th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for the last 18 consecutive years. In British Columbia, we have also been named an Employer of Choice.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

We have the opportunity for an Accounting Administrator to join our team in Vancouver. You will play a key role in the supporting the firm's finance and accounting activities.

RESPONSIBILITIES

- Process external payments through electronic funds transfers and cheques
- Contribute to daily banking activities through administration and reporting
- Prepare daily and monthly reconciliation
- Calculate and record revenue and commission entries
- Perform other administrative and reporting duties of the Accounting Department



KNOWLEDGE AND EXPERIENCE

- Proven ability to deliver results within prescribed deadlines
- Experience processing high volumes of transactions using accounting software
- Excellent communication skills
- Ability to exercise good judgement and decision making within a policy and regulatory framework
- Intermediate to advanced knowledge of Excel
- Experience in a financial institution is an asset
- Accounting experience and education in a related field
- Experience with the Broadridge Dataphile platform or similar bookkeeping system

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by November 17, 2017.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.