

Accountant (Part Time position)

Position Title: Accountant (Part Time position)

Events: Empowering Women in Business 2024 (EWB) and Networking of Diversity (NOD)

Organization: Dragonfly Events Planning Ltd.

Location: Full time

Application deadline: Oct 31, 2023

Position Overview:

Dragonfly Agency is expanding its team to include an Accountant who will play a crucial role in ensuring the financial health and success of the organization's events, with a primary focus on Empowering Women in Business 2024 (EWB2024) and Networking of Diversity (NOD). The Accountant will be responsible for managing financial transactions, budgeting, and financial reporting related to these events.

Key Responsibilities:

- **Financial Management:** Oversee all financial aspects of EWB2024 and NOD, including budgeting, expense tracking, and financial reporting.
- **Bookkeeping:** Maintain accurate and up-to-date financial records using accounting software such as Xero, Quickbooks, or Sag50.
- **Budgeting:** Collaborate with the events team to create and manage budgets for EWB2024 and NOD, ensuring financial goals are met.
- **Expense Tracking:** Monitor and track event-related expenses, ensuring adherence to budgetary constraints.
- **Financial Reporting:** Generate regular financial reports to keep the Executive Director and Project Manager informed about the financial status of the events.
- **Audit Preparation:** Prepare financial documentation and reports for audits as needed.
- **Vendor Payments:** Coordinate payments to vendors and suppliers, ensuring timely and accurate processing.

Skills and Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional certification (e.g., CPA) is a plus.
- Experience with accounting software such as Xero, Quickbooks, or Sag50 is required.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy in financial record-keeping.
- Effective communication skills to collaborate with internal teams and external stakeholders.
- Ability to work independently and meet deadlines.
- Previous experience in event finance or related roles is advantageous.

Benefits:

- Opportunity to contribute to the success of events dedicated to empowering women in business and promoting diversity.
- Experience in financial management within the context of event planning.
- Be part of a dynamic team committed to fostering women's leadership, career development and entrepreneurship.

To apply, please send your resume and a cover letter (optional) to events@dragonflynb.com, explaining your interest in the Accountant position. Join us in our mission to empower and inspire women in business! Together, we can make a difference.

DRAGONFLY EVENTS PLANNING LTD.

New Brunswick Business Number:

743335416NP0001

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