



We are Recruiting! – Accounting Clerk

Location

This is a part time hybrid remote role, working 16 hours per week (2 days), with a flexible hybrid remote schedule. This role requires one day per week in our Suntec City office, and the specific day can be negotiated with the Regional Director. The successful candidate must reside in Singapore and be legally eligible to work there.

The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 48 years that works with national and international associations, and organizations, to host conferences, events, and tradeshows. Our work is very purposeful, and we are truly “connecting people to facilitate change in the world.” With over 100 staff members working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

Remote-First Work Environment

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers.

The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team, and we regularly celebrate our collective accomplishments. We pride ourselves on being innovative, solutions-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves on our many long-term relationships we have cultivated.

Role Overview

The Accounting Clerk position is a critical role supporting our accounting functions in Singapore and Japan. This role includes daily bookkeeping duties including reconciliations of bank and credit cards. In addition, this role will prepare invoices, manage receivables and payables, analyze financial statements, manage cash balances, as well as oversee project reconciliations. This position offers the unique opportunity to work for a global team which prides itself on collaboration across the world.

Key Tasks & Duties

- Daily bookkeeping duties of company files (posting purchase and sales invoices, reconciling bank and credit cards, preparing recoverable invoices, applying proper sales tax legislation)
- Prepares variance analysis of financial statements

- Maintains aging system for accounts receivable and accounts payable
- Conducts the daily banking activities
- Monitors and manages company and project cash balances
- Works in an orderly and organized manner
- Oversees project reconciliations and timelines with the project accountants
- Ensures all documents are recorded and filed appropriately
- Complies with and enforces all controls procedures
- Manages IRAS filings and compliance
- Facilitates review and audit engagements together with external auditors
- Works as an integral part of the accounting team, and communicates effectively with the rest of the company

Education, Experience & Skills required

- 5+ years of experience in full-cycle accounting is preferred
- Relevant education or coursework in accounting is an asset
- Excellent verbal and written English communication skills
- Strong ability to problem solve and apply initiative to aid team efficiency and improvement
- Strong ability to use and adapt to new software and systems is required
- Strong skills with Microsoft Excel, Outlook and Word is a must
- Professional demeanor
- Reliability
- Positive attitude
- Organization and efficiency
- Detail-orientation and focus on accuracy
- Multitasking, prioritization, and ability to adapt to urgency
- Able to work in a team and independently

What's next?

Please send your resume and cover letter to careers@icsevents.com.