



General Accountant

www.redstoneagency.ca | www.redstoneevents.com

Who we are:

Redstone is made up of dedicated, intelligent, and hard-working individuals. We are a tech-savvy, digital-obsessed, and a Millennial-run agency striving to make a positive IMPACT on the event and association industry. We believe in establishing and maintaining TRUST with our team members and our clients. We strive to achieve 'the best possible', rejecting what is 'simply acceptable' in our mission to go the EXTRA MILE in everything we do.

At Redstone, we recognize that an organization's success is completely dependent on the PEOPLE within it; that's why we choose to only work with the very best. As a team, we work hard, are client-focused, and like to have fun. Enhancing our culture and the employee experience is a top priority at Redstone, so we value career growth and development by investing in you.

What we do:

We are an agency focused on delivering outsourced professional services to professional and trade associations. These services include membership management (retention and acquisition), board of director support, committee administration, sponsorship management, financial management, marketing, social and communications services, digital and hybrid event management, in-person event management, and so much more!

Our mission is to drive growth in our clients' organizations, make a positive impact in their communities, and make the volunteer experience enjoyable for everyone we work with. Customer service is our passion.

Redstone Life:

Our office is located in midtown Toronto, with a flexible approach to hybrid and remote work, depending on the requirements of your role. We're a full-service boutique agency with a growing team, which means you will work hard, have a lot of responsibility, you'll be challenged daily, and you'll work side-by-side with the senior leadership as you learn and grow within our company. We have a flexible hours policy – you work when you are most productive and we understand the need to have a work-life blend, because we have that need too.

Who you are:

- You are aligned with Redstone's mission and our core values – please check them out!
- You have a university or college degree in Finance, Accounting, or another related field
- You have 3-5+ years of previous full cycle accounting experience
- You are proficient in MS Office and QuickBooks Desktop / QuickBooks Online
- You are a critical thinker who is passionate about process improvements and finding efficiencies
- You have excellent verbal and written communication skills, and pay strong attention to detail
- You have the ability to juggle priorities and adapt in a busy changing office environment, managing multiple projects at once, and adhering to strict deadlines
- You strive to provide excellent customer service

Considered an asset:

- You are working towards or completion of professional accounting designation (CPA)
- You have experience with not-for-profit accounting and/or working at an agency
- Bilingual in English/French

What you'll do:

As an Accountant, you will report to the Manager of Financial Services and support 4 - 7 association clients by booking daily activity and monthly accruals, preparing monthly/quarterly financial reporting,



presenting financial statements to the Board, forecasting cash flows, variance analysis, preparing budgets and overseeing annual audit/review engagements. Our association clients range from industries such as real estate, property, law, post-secondary education, healthcare, city planning, and sponsorship marketing, just to name a few. We are a collaborative team, working together to ensure deadlines are met and client expectations are exceeded.

Financial Services Accounting

- Process clients' accounts receivable and accounts payable including:
 - Collection of all income, assessments and fees and post to appropriate accounts
 - Payment processing
 - Prepare monthly delinquency reports and letters as required
 - Bank deposits
 - Issue cheques and other payables as required
- Month end and year end closing procedures
- Prepare regular financial statements for Board and management
- Assist with clients' annual budget preparation
- Oversee clients' annual audit / review engagements
- Process payroll for salaried staff
- Update signing authorities with banks / CRA / RQ
- Prepare and file monthly/quarterly/annual government returns
- Other tasks as required

Client Support

- Customer satisfaction and acting a point of contact for client needs, taking initiative in all cases
- Work closely with client teams and other contacts (internal and external)
- Board/committee meeting attendance and ensuring actions items related to finance are addressed
- Execution of board initiatives and support where needed

Why Choose Us?

Work for a rapidly growing, culture-based company allows each employee the freedom to work and provide creative input. That alone has been an enticing offer for our team, allowing each of our members to expand and strengthen their skills and network. Here are just a few more reasons to work at Redstone:

- Health, Drug and Dental Insurance
- Employer paid Group Life Insurance
- Paid Company holiday between Christmas and New Years
- Paid sick days and personal days
- Flexible working hours (ensuring meeting client expectations and team check-ins) and Summer hours
- Become fulfilled in work that matters in supporting the growth and business needs of non-profit organizations
- Opportunities to attend in-person and virtual conferences, workshops, industry accreditation and certifications for personal and professional growth through the company
- Travel opportunities to work at our events alongside our talented event staff
- Company events and team engagement initiatives to enhance the remote working culture
 - Team lunches (in and out of the office), step challenges, happy hours, game nights, holiday and summer parties, charity participation, and more!

Application Instructions:

Please email your resume and cover letter to Ryenn Cadesky at hr@redstoneagency.ca with the role you are applying for in the subject line.



Due to the volume of applications, only successful applicants will be contacted with next steps.