



Bookkeeper

CAST Software has been in business for over 26 years, and today we deliver the modelling, design, and previsualization software tools of choice to professionals in the lighting design and events & entertainment production industries. We are driven by passion, creativity and technology and love to see the results of our work in theatre, concerts, TV, and film.

At CAST, we're about big brains, not big egos! We are delivering our products all over the world. Today, we deliver the design and pre-visualization software tools of choice, globally, for the full spectrum of professionals in the Stage, Lighting Design and Entertainment production industry.

See www.cast-soft.com

About the Position

The Bookkeeper is a member of the Finance team and reports directly to the Controller. The Bookkeeper will be responsible for the day to day financial accounting for CAST Group. This will include processing transactions, in accordance with the organization's accounting principles, practices, and procedures, preparing financial reports and or statements, and completing reconciliations, analysis etc. to ensure accurate, timely and relevant financial statement preparation and reporting.

Requirements

The Bookkeeper should have the following work experience and/or skills:

- 5 years bookkeeping experience
- Proficient with Microsoft Office software (Outlook, Word, and Excel).
- Ability to prioritize, and a sense of urgency
- Be detail orientated
- Advance level in QuickBooks

The Bookkeeper's responsibilities include:

- All day-to-day accounting functions which includes: A/P, A/R, bank and credit card reconciliation, expense reports, invoicing, credit card reconciliation, government payments
- Preparation of weekly cashflow reports
- Matching purchase orders, packing slips with invoices and tracking of product sales
- Maintain an orderly accounting filing system
- Co-ordinating and ensuring the timely execution of period and year-end processes
- Other special projects and other analyses, or reporting as required

Here are the key soft skills we're looking for:

- Excellent interpersonal and organizational skills.
- Great communication, both oral and written.
- Excellent math and accounting.
- Outstanding interpersonal skills.
- Proven ability to work independently and within a dynamic team environment.
- Ability to manage time effectively to deliver on multiple projects in a fast-paced, deadline-driven environment.
- Creative, practical, problem solver.
- A self-starter, driven to deliver high quality work.
- You are passionate about what you do!

Location:

CAST is located at 35 Ripley Avenue, Suite 1 on the southwest side of Toronto, ON (Tel: 416.597.2278). You can drive, or take TTC (Queen streetcar to South Kingsway and walk a block or the subway to Runnymede and a short bus ride), or bike it in the summer.

Contact:

Please email questions and resume to HR@cast-soft.com . We will reply to you if you have been shortlisted.