

Finance Administrator

Job Opportunity

About The Marquee Group

The [Marquee Group](#) is a leading provider of financial modeling, Excel and data sciences training. Since 2002, The Marquee Group has provided current and aspiring financial professionals with the tools they need to understand and master critical areas of financial modeling and analysis.

We provide in person and virtual instructor led training seminars to banks, financial institutions, corporations, professional organizations and universities. We have taught thousands of professionals all across Canada, the United States, the United Kingdom, Mexico, Australia and China.

The Opportunity

The Marquee Group is actively looking for a resourceful, independent, hardworking Finance Administrator who will become a key member of the business team. Reporting to the Director of Finance, this individual will support the smooth operation of processes and procedures that allow the business to successfully service our client base of banks, universities, and corporations. This role focuses on the gathering, preparation, and reporting of information for operations, and financial & strategic decision-making.

About the Role

- ✓ **Invoicing & Receivables:** draft invoices, save AR remittances, answer client queries on payment, track invoice status, follow up with receivables clients.
- ✓ **Expense Process Preparation and Review:** Download, review, and save receipts & bills, draft payment templates, track payables, review expense report submissions, etc.
- ✓ **Report Preparation & Reconciliation:** Download reports from various sources and prepare or reconcile data between them (i.e., sales website, invoice database, tax software, accounts receivable, etc.).
- ✓ **Metrics Recording, Tracking & Reporting:** Record sales data, create and update related reports.
- ✓ **Bookkeeping:** Enter transactions, upload payroll, reconcile, manual journal entries, etc..
- ✓ **Research & Problem-solving:** Resolve any situations which arise in the regular course of the above, such as determining why revenue reports are different, figuring out new ways to optimize processes.
- ✓ Ad-hoc report development.
- ✓ Document corporate processes & procedures, workflow diagramming.

About You

- ✓ **Execution-oriented:** ability to work in a fast-paced environment and effectively able to prioritize multiple deliverables.
- ✓ **Detail-oriented:** highly organized and comfortable balancing a number of competing tasks, ensuring that each are completed accurately.
- ✓ **Creative and entrepreneurial mindset:** an enthusiastic self-starter who is resourceful and possesses the ability to think outside the box to logically solve problems and adapt to new challenges.
- ✓ **Team-player:** committed attitude to functioning within a dynamic and collaborative culture to do meaningful and challenging work.
- ✓ Strong verbal and written communication skills.

Requirements

- ✓ Post-Secondary degree with an emphasis in Business Administration, Accounting/Bookkeeping, or a related field
- ✓ 2-3 years work experience preferable with strong bookkeeping/accounting experience and a strong understanding of process management
- ✓ Software Skills:
 - Excel (Intermediate – i.e., pivot tables, vlookups, etc.) with a keen interest in developing and strengthening these skills
 - Xero (Intermediate ability or equivalent software required; should know how to enter all transactions and use basic reports)
 - Power BI (Basic Knowledge)
 - Access DB (Desirable)

What We Offer

- ✓ Full benefits package
- ✓ Flexible vacation policy
- ✓ A unique opportunity to be a key player on a growing finance team
- ✓ The flexibility to work from home
- ✓ The opportunity to attend Marquee courses to further your professional development
- ✓ A lively, dynamic culture

To Apply

The Marquee Group is an equal opportunity employer and embraces diversity, accessibility and inclusion.

Please submit your resume and cover letter by **April 11, 2022** to recruiting@themarqueegroup.com.

We thank all candidates who apply; however, only those considered will be contacted.