

**Position Title:** Bookkeeper

**Employer:** Eatertainment Catering Group Inc. o/a Eatertainment

**Employer Address:** 29 Booth Avenue, Suite 100, Toronto, Ontario M4M 2M3

**Work Location:** Toronto, Ontario

**Language of Work:** English

**Upcoming Vacancy:** 1

**Anticipated Start Date:** August 31, 2026

**Terms of the Position:**

- **Terms:** Full time, permanent position
- **Hours:** 30 hours/week
- **Wage:** \$36/hour
- **Benefits:**
  - o Group insurance benefit plan, including health plan
  - o Discretionary (non-guaranteed) bonus depending on performance

**Position Overview:**

We are seeking a highly skilled and detail-oriented Bookkeeper to join our catering and event company. While this position is currently filled on a temporary basis, we are looking to fill this position on a more permanent basis by August 31, 2026.

This position is responsible for managing all aspects of payables and receivables, supplier reconciliations, cost controls, and auditing for both our Canadian and USA clients. The ideal candidate will have a strong background in accounting, exceptional organizational skills, and the ability to contribute to the financial success of our company.

**Skills and Experience Requirements:**

- **Education:**
  - o Diploma or degree in bookkeeping, accounting, finance or a related field
- **Minimum Experience Requirements:**
  - o Possess 2 years or more of relevant bookkeeper/controller experience
  - o Demonstrate experience working as a bookkeeper/controller in the catering and events industries for businesses managing approximately 900 or more event files annually
  - o Demonstrate experience with budgets, cost management and variable cost management in the catering and events industries (e.g., delivery fleet, infrastructure, seasonal elements, etc.)
  - o Demonstrate experience with revenue forecasting with offsite catering divisions

- Demonstrate experience with margin management for cost of goods sold (COGS) categories (e.g., food, liquor, staff, catering rentals, venue costs, etc.)
  - Demonstrate experience and expertise with Microsoft Office Suite with intermediate level of Excel
  - Demonstrate experience and proficiency with Multiledger accounting software
  - Demonstrate experience and proficiency with NetSuite and Pipe Drive software
  - Demonstrate past experience using catering and event billing systems such as CEM, CaterSource, and TripleSeat
  - Demonstrate experience and proficiency with the CEM system as well as P&L COGS systems related to cost of goods sold in the catering and event production business
- **Knowledge:**
- Demonstrate knowledge of controls specific to events, catering, food and beverage cost of goods sold (COGS), staffing, rentals, venue costs and margin management
  - Demonstrate strong understanding of accounting principles and practices
  - Demonstrate fluency in spoken and written English
- **Personal Attributes:**
- Possess excellent analytical and problem-solving skills
  - Be detail-oriented and possess a high level of accuracy
  - Demonstrate strong written and oral communication skills and effective interpersonal skills
  - Demonstrate the ability to manage multiple competing priorities and meet tight deadlines

**Job Duties:**

- Accounts Payable and Receivable Management:
  - Process and record all invoices, ensuring accurate coding and classification.
  - Manage vendor relationships and negotiate favorable payment terms.
  - Process and reconcile customer payments, maintaining accurate accounts receivable records.
- Supplier Reconciliations:
  - Conduct regular reconciliations of supplier statements to ensure accuracy and resolve discrepancies promptly.
  - Collaborate with the procurement team to verify pricing and quantities against purchase orders.
- Cost Controls:
  - Implement and monitor cost control measures to optimize expenses.
  - Analyze financial data to identify cost-saving opportunities and efficiencies.

- Auditing:
  - Perform internal audits to ensure compliance with company policies and procedures.
  - Coordinate external audits and liaise with auditors to provide necessary documentation.
- Financial Reporting:
  - Prepare accurate and timely financial reports, including income statements, balance sheets, and cash flow statements.
  - Generate reports for management to support decision-making processes.
  - Generate weekly COGS and Revenue reports for the CEO
- Forecasting and Budgeting:
  - Assist in the preparation of annual budgets and financial forecasts.
  - Monitor budget variances and provide explanations for any discrepancies.
- Documentation and Record Keeping:
  - Maintain organized and up-to-date financial records and documentation.
  - Ensure compliance with local, state, and federal regulations.
- Cross-Functional Collaboration:
  - Collaborate with various departments, including operations, procurement, and sales, to gather and analyze financial data.
- Monitoring, Training and Development:
  - Monitor sales staff on an ongoing basis with respect to COGS management and variable cost management
  - Provide guidance and training to junior finance team members.
  - Stay updated on industry trends and accounting best practices.

**To Apply:**

- By email: [careers@eatertainment.com](mailto:careers@eatertainment.com)

All qualified applicants are encouraged to apply.

Please note that the employer will **not** be using AI-based technologies to screen, assess or select applicants for this position.