

Job Description – Accounting Clerk

Title

Accounting Clerk (12 Month Maternity Leave Coverage)

Reports To

Chief Financial Officer (CFO)

Summary

The Accounting Clerk is primarily responsible for accounts payable and accounts receivable. The position will support the organization and the finance team as needed. This position is responsible for monitoring overall banking and cash management of the organization, collections, daily Visitor Centre sales reconciliations, financial reporting, and month end. They also conduct bookkeeping for each major event that Destination Greater Victoria partners in.

Job Duties

- Finance
 - Full ownership of the Accounts Payable function at Destination Greater Victoria. Responsible for ensuring AP ledger represents a true and fair value at all times
 - Full ownership of the Accounts Receivable function at Destination Greater Victoria. Responsible for ensuring the AR ledger represents a true and fair value at all times
 - Active involvement in the month end reconciliation/closing process
 - Active involvement in process improvement and other initiatives, internal controls, and other finance related policies
 - Prepare ticket sales payments to members
 - Verify accuracy of account coding and confirm proper authorization of invoices
 - Review statements and follow-up with vendors on related queries
 - Process bill payments
 - Maintain internal controls for invoice approvals
 - Track business expenses in Simpleview CRM
 - Coordinate corporate credit card reconciliations
 - Provide training to staff on invoice approval system (Beanworks)
 - Manage and perform month end journal entries were required
- Budget and Financial Reporting
 - Assist in preparation of annual budgets as needed
 - Assist in data entry of calendarized departmental budgets
 - Assist in preparation of month end and quarter end financial reports
 - Assist employees with finance related queries
 - Assist the CFO in preparing for and carrying out the annual audit
 - Monitor daily bank balances
 - Assist with weekly bank reconciliations
 - Maintain and monitor petty cash
 - Process credit card and electronic fund transfers (EFT) payments – account receivable
- Corporate Services
 - Liaise with suppliers and property management as needed

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- Assist in the management of IT including cell phones, the Visitor Centre point of sale system and other technological requirements as needed
- Major Events and Conferences (for each event)
 - Full ownership of all bookkeeping functions related to major events Destination Greater Victoria partners in
 - Responsible for ensuring AR/AP ledgers represents a true and fair value at all times
 - Maintain General Ledger and Chart of Accounts
 - Create, implement, and monitor accounting processes, internal controls, and other finance related policies
 - Manage and monitor cash flow
 - Manage and perform journal entries
 - Perform monthly bank reconciliations
 - Maintain and monitor petty cash
 - Preparation of year end financial reports
 - Assist in preparation of annual budgets
- Human Resources
 - Provide support for various human resource tasks and activities including:
 - Enroll new staff and remove departing staff from benefit programs, including IATA
 - Provide training and support for leave tracking software
- Assist in other financial, administrative, and operational activities as needed

Key Qualifications – Knowledge and Experience

- Ideally 3 years of work experience in accounts payable and accounts receivable or in another finance or accounting related position
- Experience with QuickBooks Enterprise and Beanworks accounting program and a strong understanding and working knowledge of basic accounting principles is an asset
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, and Outlook.
- Post-secondary education in business, administration, or accounting an asset
- Experience in the tourism and hospitality industry is an asset

Personal Attributes

- Highly effective organizational, prioritization, multi-tasking, and time management skills to meet deadlines
- Anticipates challenges and proactively seeks and structures new solutions
- Intuitive, approachable, and open with an inherent drive for results and innovative solutions and approaches
- Contributes to a culture of high performance and mutual support, fostering collaboration across the organization
- A well-defined sense of diplomacy
- Excellent communication skills
- Effective organizational skills
- Strong, ethical, and effective work acumen

Working Conditions

- Ability to attend and conduct presentations

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- Overtime as required

Compensation

- The annual salary for this position will be \$40,000-50,000 depending education and experience.
- Competitive benefits package