



## Victoria Golf Club Senior Accounting Position

### **JOB DESCRIPTION**

Victoria Golf Club has an amazing opportunity for candidates with a successful track-record of leadership and exceptional financial operations management and leadership in private clubs or high-end establishments in the hospitality industry. We are conducting the Senior Accountant search for Victoria Golf Club, a private, full-service golf club, located in the Oak Bay community of Victoria BC.

We are looking for a hands-on, detail-focused, financial professional to continue to bring operational efficiencies to the club.

### **VICTORIA GOLF CLUB BY THE NUMBERS**

- 1893 Established
- 1600 Members
- Approximately 100 Employees
- 42,000 Rounds of golf annually (pre-COVID)
- 12 Board members
- Average Age of Members: 58
- VICTORIA GOLF CLUB WEBSITE: <https://victoriagolf.com/web/pages/home>

Victoria Golf Club is searching for applicants to join the Administration team. Working within the Administration department gives you a unique opportunity to be a part of a highly skilled team of professionals. We are looking for a hands-on, detail-focused, financial professional to continue to bring operational efficiencies to the club, as well as a visionary leader to focus on long-range and strategic planning.

The Senior Accountant reports to the controller, will work closely with the controller to provide payroll, finance and accounting services and support for Victoria Golf Club.

### **JOB DESCRIPTION**

- Process bi-weekly payroll and produce payroll-associated reports
- Administer benefits plan
- Accounts payable and accounts receivable
- Member billing and month-end billing
- Member account adjustment, correction and reconciliation
- Ledger accounts, reconciliations and analysis



- Handle member inquires
- Assist in management and support of the annual audit, including analysis and reporting
- Other tasks as assigned

### **Education and Requirements**

- Two or more years accounting experience as asset
- Bachelor's degree in accounting, finance, business administration, economics or a related field
- Ability to work with minimal supervision
- Highly organized with attention to detail/accuracy and be ability to multi-task
- Proficient MS Office skills
- Experience with ADP, Payworks, Northstar an asset
- Excellent time management and organization skills
- High degree of respect for confidentiality of sensitive information

### **Job Type:**

- Full-time, 8-hour shifts

### **Salary:**

- Based on experience
- \$50,000.00 - \$70,000.00 per year

### **Start date:**

- As soon as possible

If you are interested in this position, please send your resume, cover letter and references directly to the attention of Tracy Huang to [tracy@victoriagolf.com](mailto:tracy@victoriagolf.com).