



Job Position: Accounts Payable Clerk
Reports To: Operations Accountant
Job Type: Seasonal Part-time (10-15 hrs/wk)
Duration: As soon as possible, until end of golf season.
Wage: Starting at \$22/hr

Our Vision:

For BIG SKY to always be the number one choice for golfers in the Whistler corridor and to always be recognized as one of the premier golf experiences in British Columbia, and in fact, Canada. Our team of exceptional people will consistently deliver exceptional experiences to our members and guests. We are unique, we are surrounded by majestic beauty... and we are passionate about BIG SKY.

Responsibilities:

- Receive, review, and disperse invoices to appropriate departments.
- Process and input invoices into Sage300.
- Reconcile vendor statements and follow up with outstanding invoices
- File completed AP documentation packages.
- Provide additional support to the accounting team as needed.

Requirements:

- Must have bookkeeping/accounting experience.
- Organized, responsible, reliable, team-player and self-motivated.
- Shift work required: evenings, weekends, and some holidays as needed.
- Skilled in Microsoft Office Suite (Excel, Word, Outlook); must be strong in Excel.
- Experience with using Sage300 and Club Prophet an asset.
- Excellent attention to detail.

Perks:

- Retention bonus available.
- Discounted meals and merchandise.
- Golfing privileges.

***Please send your cover letter and resume to
Nikita Ferguson, Operations Accountant: nferguson@bigskygolf.ca***