



Job Position: Operations Accountant

Department: Admin

Reports To: General Manager

Job Type: Full-time, year-round

Schedule: 5 days a week, on-site

Hours: 40-45 hours during golf season; 35-40 hours during off-season

Salary: \$58,000-70,000 based on experience

Start Date: As soon as possible

Located at the base of magnificent Mount Currie T̓zil in Pemberton BC, Big Sky has been consistently voted as one of the top Golf courses in North America.

Overview:

Responsible for accounting and related administrative work including recording and tracking accounting information, performing reconciliations, processing accounts payable, preparing invoices, and preparing financial statements and periodic reports.

Duties and Responsibilities:

- Complete and manage accounting activities to ensure that financial processes and information are accurate, timely and contain adequate internal controls
- Maintain accounting records (including but not limited to preparing deposits, journal entries and cheques, coding and posting invoices, preparing various account reconciliations).
- Liaise with Corporate Accounting Team as necessary.
- Full cycle accounts receivable and accounts payable.
- Process employee timesheets and complete all payroll functions (hourly & salaried staff).
- Complete monthly bank and ledger reconciliations.
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records.
- Preparation of monthly financial statements, reports, and annual budget.
- Monitor operating performance and spending levels against approved budgets and communicate potential budget shortfalls or cost overruns to management and Corporate Accounting Team

Required Knowledge, Skills and Abilities:

- Thorough knowledge of bookkeeping and the ability to recognize and follow up anomalies promptly.
- Strong knowledge of generally accepted accounting principles and procedures
- Ability to communicate information effectively, both orally and in writing.
- Ability to work well under pressure, and to plan, prioritize, organize and implement work schedules to meet strict deadlines and work with minimal supervision.
- Ability to analyze data and present results in a standard format.
- Excellent attention to detail.
- Skilled in Microsoft Office Suite (Excel, Word, Outlook).
- Experience in using Sage, Payworks, Club Prophet, Adobe+ an asset.



Required Training and Experience:

- Minimum of four years of accounting experience, including full cycle accounting experience.
- Relevant post-secondary education in accounting, finance or a related field and/or completion of courses in a recognized accounting program.

Benefits and Perks:

- 3 weeks annual vacation, prorated on first year.
- Full extended health and dental benefit package.
- RSP/RRSP Contribution Matching
- Playing privileges
- Discounts on equipment, clothing & food

Big Sky Golf Club is an equal opportunity employer and is committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with relevant legislation.

If you are interested in this opportunity, please forward resume and cover letter to the attention of Human Resources at ckohls@bigskygolf.ca.

Please do not call Big Sky inquiring about this opportunity. Only selected candidates will be contacted for an interview. Thank you for your interest.