

# TERMINAL CITY CLUB

## POSITION POSTING

### ACCOUNTING ASSISTANT

#### ABOUT THE POSITION

The Accounting Assistant will be responsible for providing administrative support to the Finance team. This is an entry-level, part time position with flexible hours. The successful candidate will be the key player in maintaining a seamless flow of information and processes within the Finance department.

Terminal City Club has 11 meeting spaces, 2 ballrooms, 2 restaurants, 1 pub, 1 wine & cocktail lounge, 6 billiards tables, 3 squash courts, a four-lane 25-meter swimming pool, a state-of-the-art fitness centre and licensed patios on four levels of The Club with sweeping views of the North Shore mountains. Our Members and Guests are the backbone of our organization, and we strive to uphold and enhance the tradition of service on which the Club was founded in 1892.

#### JOB RESPONSIBILITIES

- Provide administrative and office support to finance personnel and management
- Ensure accounting documents and files are accurate, current and organized (hardcopy and electronic)
- Act as the liaison between the Finance Department and all other departments in The Club
- Assist the Accountant with accounts payables and accounts receivables functions as needed
- Perform data entry and word processing and other clerical duties (photocopying, scanning, faxing, mailing and file management)
- Manage phone and email inquiries from members, vendors, and employees
- Assist with cash handling procedures and prepare bank deposits – Maintain office supplies for the department
- Vacation coverage and ad-hoc duties as needed

#### REQUIRED SKILLS AND EXPERIENCE

- High School Diploma
- Bookkeeping, accounting experience an asset
- Exceptional verbal and written communication skills
- Computer savvy and proficient in MS Office Suite (Excel, Word, Outlook)
- Professional phone etiquette; confident and personable
- Knowledge of operating standard office equipment
- Superb accuracy and strong attention to detail is essential
- Well organized, proven ability to multi-task, prioritize and meet deadlines

#### HOW TO APPLY

Please submit your cover letter and resume to: Justin Chan, Finance Manager; [jchan@tcclub.com](mailto:jchan@tcclub.com).

*We thank all applicants for their interest; those being considered will be contacted.*