

# TERMINAL CITY CLUB

## POSITION POSTING

### PAYROLL / FINANCIAL ACCOUNTANT

#### ABOUT THE POSITION

We are seeking an exceptional individual to join our team as a Payroll/ Financial Accountant. In this role, you will be responsible for the timely processing of payroll and adjustments and various other accounting duties that are crucial for our organization's success.

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

This role will be a 50/50 split between Payroll and Daily Accounting duties. Reporting to the Finance Manager, the Payroll/Financial Account duties will include:

- Process bi-weekly payroll a timely and accurate manner
- Set up new employees in the payroll system
- Balance, remit and reconcile payroll related payments
- Assist in maintaining employee files
- Administer benefits and pension plan (enrolments, remittance, terminations, reconciliations)
- Perform year-end procedures including reconciliations and T4s
- Prepare payroll-related journal entries
- Daily cash handling which includes preparing, counting, investigating discrepancies and bank deposits
- Daily income audit process which includes posting, investigating discrepancies and updating revenue reports
- Assist with other accounting duties as needed

#### REQUIRED SKILLS AND EXPERIENCE

2-3 years of experience processing full cycle payroll. Preference will be given to those who are knowledgeable with Dayforce

- 2-3 years of accounting experience and/or accounting education
- Knowledge of Jonas will be considered an asset
- Ability to work independently with little supervision
- Ability to work under pressure and meet tight deadlines
- Highly motivated and team-oriented.
- Excellent verbal and written communication skills as well as presentation skills

#### HOW TO APPLY

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

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