

ABOUT THE POSITION

The Terminal City Club, Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and Canadian Society of Club Managers '2020 Club of the Year', we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

Our team of service professionals take care of our members and in turn, we take care of our team. For our employees, we thrive in a team oriented, member-first environment, offering competitive wages, extended benefits & pension, Club Fund bonus, staff events, development opportunities, hot meals daily, easy access to transit and more! If this sounds like a place you would like to be a part of, this opportunity may be for you.

We are seeking an exceptional individual to join our team as an Accounts Payable Clerk. This role performs all accounts payables duties for The Terminal City Club, providing financial, administrative and clerical support to the management team. This individual ensures payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

JOB RESPONSIBILITIES

- Ensure vendor invoices are paid in a timely and professional manner
- Check all invoices to ensure price paid matches purchase order and invoices are approved by appropriate department heads
- Accurately code invoices and ensure taxes are properly recorded
- Monitor and reconcile corporate credit cards and process payments as required
- Prepare pre-authorized payment signoff
- Prepare monthly cheque runs and other cheques as required
- Reconcile monthly vendor statements and respond to all vendor inquiries
- Other ad-hoc duties as assigned

REQUIRED SKILLS & EXPERIENCE

- Minimum 2 years' experience in a bookkeeping or accounting role
- Computer literate, intermediate knowledge of MS Office programs (Outlook, Excel and Word)
- Highly detail oriented and excellent organizational skills
- Ability to work efficiently and calmly in a fast paced environment with changing priorities
- Excellent interpersonal skills; a diplomatic communicator and excellent listener
- Experience with Jonas Software a definite asset
- Great telephone manner and excellent communication skills

HOW TO APPLY

If this sounds like you, please submit your cover letter and resume to: Human Resources at hr@tcclub.com. We thank all applicants for their interest; those being considered will be contacted.