



Job Position: Accounting Assistant
Department: Administration
Reports To: Operations Accountant
Job Type: Seasonal Part-time
Projected Start Date: As soon as possible

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.

Our Mission:

“Exceptional people delivering an exceptional experience!”

Position Objective:

- 1.) Preparing and managing the daily cashouts, accounts payable and accounts receivable processes
- 2.) Work and support team members with POS, Tips, and Accounts Payable

Position Responsibilities:

Accounting

- Reconcile daily cash outs and enter into Sage
- Count cash and prepare bank deposits
- Manage petty cash, by replenishing and exchanging cash/coin
- Support Fescus Servers, and Proshop staff with daily transactions issues
- Prepare and hand out cash tips for servers and kitchen staff
- Oversee accounting email and daily mail
- Start accounts payable process with incoming invoices and statements
- Code and prepare invoices, and enter into Sage
- Prepare cheques and invoice back up for signing
- Reconcile AP statement and follow up with outstanding invoices
- Enter bank entries for moneris and cash deposits into Sage
- Email monthly AR statements and process payments for membership accounts
- Assist with month end entries

Job Characteristics Requirements

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

***Please send your cover letter and resume to
Rebecca Abraham, Operations Accountant: <mailto:rabraham@bigskygolf.ca>***