

#SLCCWhistler



Position Description

Title:	Accounting Coordinator
Reporting to:	Manager of Finance
Overview:	Come work with us at the Tourism Industry Association of Canada National Indigenous Tourism Award winner of 2021. The Accounting Coordinator will work closely with the Manager of Finance on payroll, accounts payable, invoices and assisting with other financial reporting processes.
About SLCC:	<p>The Squamish Lil'wat Cultural Centre (SLCC), where mountains, rivers and people meet, embodies the spirit of partnership between two unique Nations who wish to preserve, grow and share our traditional cultures.</p> <p>The vision of the SLCC is to share our cultural knowledge to inspire understanding and respect amongst all people.</p>

What we are counting on you for (deliverables and expectations):

- Responsible for data entry for accounts payable and receivable.
- Prepares preliminary payroll and provides initial check on draft payroll submission.
- Performs account reconciliation review and analysis.
- Preparation of month-end accrual and/or correcting journal entries.
- Assist with budget forecasting and preparation.
- Act as a point of contact between internal departments and accounting, serving as a liaison between accounting and external suppliers and clients.



- Cash outs and bank deposits.
- Analysis of invoices and vendor statements.
- Maintaining vendor files.
- Follow all SLCC policies and procedures.
- Familiar with Public Health Officer orders around Covid-19.

People Leadership

- Provide mentorship and support to junior accounting clerk.
- Guide and collaborate with internal departments and the accounting team.

Every Member of the SLCC Team

- One the best things about the SLCC is our small, close-knit team. While the above expectations are the majority of this role, it is expected that all team members will come together to help each other out, outside the boundaries of their job description.
- Lives the SLCC values of Passion, Empowerment, Collaboration and Equality
 - Passion: Has a voice in sharing the pride of cultures; creates a sense of connection and belonging; and brings a sense of humour.
 - Empowerment: Takes ownership and follows up; trusts self and each other; and openly ready to learn and grow through successes and mistakes.
 - Collaboration: Works closely with team towards a common goal; acknowledges differences and draws on each other's strengths; and shares own perspective while also being curious about other's perspectives.
 - Equality: We treat others as we would like to be treated, with fairness and respect.

What you will bring to our team (experience and attributes):

Attributes

- Analytical, trustworthy and a multi-tasker.
- Exceptional oral and written communication skills.
- High level of accountability, accuracy and efficiency.
- Ability to work collaboratively with internal departments.
- Self-motivated with a positive attitude.

Experience and Education

- Education or training in accounting required. Enrolled in a CMA or CGA an asset.
- 3-5 years accounting experience.



- Strong understanding of accounting principles and financial reporting and legislation.
- Familiar with Sage 50, ACE, Payworks and Tripleseat an asset.
- Experience handling cash.
- Cultural Sensitivity training considered an asset.
- Clear criminal background check.

Application and Selection Process:

- Please apply by sending your cover letter and resume to human.resources@slcc.ca by Monday, May 9, 2022.
- If you are selected for an interview, there may be multiple steps in our selection. We are committed to diversity, equity and inclusion for all people and hire using these principals.

