



**VAN ISLE
MARINA**

family owned & operated since 1955

Payables Administrator

About Us

Family owned and operated since 1955; Van Isle Marina is one of British Columbia's largest full-service marinas. We pride ourselves on fostering engaged relationships rooted in integrity, supporting our community, and delivering excellence and value in every marina experience. Our vision is to enable relaxation and enjoyment of the boating lifestyle for all our guests, with a reputation for unparalleled, personalized service.

Position Overview

As a Payables Administrator, you will assist the accounting department with billing, accounts payable, routine accounting duties, and other departmental tasks. This position involves a variety of accounting and budgeting responsibilities that are both scheduled and time-sensitive. Success in this role requires close attention to detail, the ability to follow instructions, and excellent organizational skills. The position reports directly to the Accountant.

- Start date: Immediate
- Location: Sidney, BC
- Wage: From \$32 per hour
- Schedule: Monday – Friday, 8:00am – 4:30pm
- Contact: Cara Dickinson, Human Resources

What We Offer

- Extended health and dental package
- Employer-matched pension plan
- Paid personal time
- Paid sick days
- Paid time off between the Christmas and New Year holidays
- Employer paid long term disability after 5 years
- Education allowance and personalized development
- Health and wellness benefits
- Corporate affiliate discounts
- 50% off marina services including moorage
- Parking provided
- Crew celebrations
- Fun and friendly water-front office

Your Qualifications

- Three years of accounting
- Accounts payable proficient
- Budget preparation competent
- Commercial real estate billing experience favoured
- Mastery of Microsoft Office
- Exceptional attention to detail
- Organization and analytical skills required
- Work independently and as part of a team
- QuickBooks experience preferred

Your Responsibilities

Self-Leadership

- Arrive to work on time
- Professional manner
- Take pride in work quality and workspace organization
- Follow through and report on day-to-day activities
- Work independently
- Participate in training and development
- Participate in performance management process

Department Operations

- Draw, verify, and post payment cheques to appropriate vendors and agencies
- Code, verify, and electronically enter accounts payable data
- Follow up on vendor statements and other discrepancies regarding payment of accounts
- Use Custom Marina Software, Microsoft Office, QuickBooks
- Assist Accountant with routine accounting tasks

Health & Safety

- Operate in accordance with legislation, regulations, and company policies
- Participate in safety exercises
- Respond appropriately to emergencies

Team Collaboration

- Work-co-operatively with team members and managers
- Communication through company intranet

Our Cultural Compass

Van Isle Marina's Cultural Compass emphasizes that every decision and interaction should reflect the organization's purpose, values, and vision. The team is driven by a commitment to delivering excellence and value in every marina experience, guided by core values of integrity, engaged relationships, intentional results, and active community partnership. Our vision is to be the premier marina in the Pacific Northwest, recognized for enduring values and highly personalized service.

Standards for Excellence

- Choose enthusiasm and a professional approach every day
- Maintain a pristine, formal facility, and a polished appearance
- Greet every guest with eye contact and a smile; address guests by name
- Ensure guests always come first and every inquiry is answered or referred professionally
- Be knowledgeable about all marina services and make helpful recommendations
- Thank every guest for their business
- Apply consistent marina branding to all communications
- Follow through with all commitments

Ready to Apply?

If you are eager to join a distinctive, purpose-driven company where culture and values matter, please submit your resume and a brief cover letter to Cara Dickinson, Human Resources. We look forward to meeting individuals who share our passion for excellence and community.