



**VAN ISLE
MARINA**

family owned & operated since 1955

Accountant

- Start date: Immediate
- Location: Sidney, BC
- Contact: Cara Triconi, Human Resources Manager
- Posting expires: July 19, 2020

Business Overview

Van Isle Marina is one of the largest full-service marinas in British Columbia. Family owned and operated since 1955, we are committed to providing excellence and value in every marina experience. Our services are designed to enhance the relaxation and fun of the boating lifestyle, and to leave customers free to enjoy cruising the coast.

The Position

We are seeking a superstar accountant to join our team. This role assumes responsibility for all accounting operations, including financial reports, maintenance of accounting systems, controls and budgeting, asset management, regulation and statutory compliance, and performance analysis for management.

Employment Advantages

Join an engaged team of 30+ individuals committed to providing an exceptional guest experience.

- Above-average compensation package
- Employer-matched pension plan
- Extended health and dental package
- Personalized education and development
- Rewarding position
- Fun and friendly water-front office

Qualifications

- CPA designation or equivalent
- Minimum 5 years' accounting experience
- QuickBooks experience preferred
- Strong communicator, working co-operatively with colleagues and managers
- Experience with recreational boating would be an asset

Accountabilities

Leadership

- Plan, organize and schedule long- term and day-to-day activities
- Train and develop accounting colleagues
- Participate in performance management process
- Continue professional development

Department Operations

Finance Administration

- Maintain integrity of the accounting system
- Coordinate and implement any recommended IT upgrades in conjunction with external consultants
- Provide financial recommendations on company matters

Budgets, Forecasts and Financial Requirements

- Coordinate and prepare annual operating and capital budgets
- Prepare and maintain financial reports
- Monitor receivables and payables
- Conduct monthly balance sheet reconciliations
- Analyze business performance and provide reports to senior management
- Develop and monitor daily purchasing practices
- Monitor, process and record yacht sales activity
- All compliance reporting, including but not limited to PST, GST and Excise Tax filing

Asset Management

- Monitor commercial leases and related reporting
- Oversee commercial lease operating costs and perform common area maintenance reconciliations
- Maintain insurance on assets and provide relevant data for insurance brokers
- Prepare and submit annual foreshore lease statutory declarations

Health & Safety

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

Cultural Compass

The Marina purpose, values and vision should be used as a tool to align decision making within the company. These statements also provide a clear direction of where we are going and how we get there, as individuals and as a company. The performance management process is directly related to this standard presented in the statements below.

Purpose

Excellence and Value in every Marina Experience

Values

- Engaged relationships with integrity
- Stakeholders achieving effective and intentional results
- Active partners in our natural and social community

Vision

The premier marina in the Pacific Northwest, founded on everlasting values, with a reputation for unparalleled personal service experiences.

Standards for Excellence and Value

- Choosing an enthusiastic attitude and approach
- Observing the uniform and maintaining a professional appearance
- Engaging every guest with an appropriate greeting at eye level and a smile within a reasonable distance
- Actively searching for ways to address the guest by their last name
- Ensuring the guest is always an immediate priority
- Never leaving a guest's inquiry unanswered. In an efficient and professional manner ensuring the guest is introduced to the next marina representative who does have the answer
- Being knowledgeable about all marina services and being able to make service recommendations to guests
- Always thanking every guest for their business
- Applying marina branding that is consistent with our marketing plan to all communications: electronic, letters, phone, emails, fax sheet, etc.
- Guaranteeing the facility is well maintained, pristine and formal
- Following through with our commitments

Only short-listed applicants will be contacted. Thank you.