



**VAN ISLE  
MARINA**

family owned & operated since 1955

## Payables Administrator

- Start date: August 15, 2022
- Location: Sidney, BC
- Contact: Cara Dickinson, Human Resources

## 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

The Payables Administrator is a multifaceted role that supports the accounting department with billing, accounts payable, and other routine accounting tasks. The Administrator handles multiple responsibilities; scheduled and time sensitive. Meticulous attention to detail, the ability to take direction, and strong organizational skills are required to effectively support the department. The Administrator observes the Marina's Standards for Excellence and Value to support excellent marina guest experiences. This position reports to the Accountant.

## Employment Advantages

Join an engaged crew of 35+ colleagues 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

- 3-5 years of accounting
- Accounts payable proficient
- Budget preparation competent
- Commercial real estate billing and triple net lease reconciliation experience
- Mastery of Microsoft Office
- Exceptional attention to detail
- Work independently and as part of a team
- QuickBooks experience preferred
- Public practice accounting an asset

## Accountabilities

### Self-Leadership

- Arrive to work on time and in uniform
- Complete daily 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
- Maintain rent roll for commercial tenants
- 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, commercial real estate reconciliations & budgets, and company budget

### Health & Safety

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

### Supports

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

## Cultural Compass

The Marina purpose, values and vision should be used as a tool to align decision making withing 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
- Stakeholder 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 of 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.