



**VAN ISLE
MARINA**

family owned & operated since 1955

Account Administrator

- Start date: Immediate
- Location: Sidney, BC
- Contact: Cara Dickinson, Human Resources & Commercial Properties

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 Account Administrator is a multifaceted role that supports the accounting department with billing, accounts receivable, routine accounting tasks and other department functions. The administrator handles multiple accounting and budgetary 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 team of 30+ individuals committed to providing an exceptional guest experience.

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

Qualifications

- Three years of full cycle accounting
- Account reconciliation experience
- Budget preparation and monthly reporting knowledge
- Mastery of Microsoft Office
- Exceptional attention to detail
- Organization skills required
- Work independently and as part of a team
- QuickBooks experience a plus
- Experience working with commercial leases valued

Accountabilities

Self-Leadership

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

Department Operations

- Maintain guest files
- Oversee daily cash and sales reconciliation
- Address accounts receivable
- Aid in fuel inventory administration
- Assist Accountant with routine accounting tasks
- Use Custom Marina Software, Microsoft Office & QuickBooks

Health & Safety

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

Supports

- Work co-operatively with crew members and managers
- Communicate through company intranet (SharePoint site)

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.