

Finance Specialist, Intermediate

Are you a critical and analytical thinker and creative problem-solver?

Do you thrive in a fast-paced, high-output environment?

Do you want to play a critical role in maintaining accurate financial records, preparing financial statements and analyzing financial data?

If so, Destination Vancouver's ***Finance Specialist, Intermediate*** role could be the right match for you.

Reporting to the Controller, the position is responsible for the day-to-day full cycle accounting activities of the Finance department and plays a key role in maintaining accurate financial records, preparing financial statements, and supporting the overall financial operations of the organization.

In addition, this position will provide leadership support to the accounts payable and receivable functions and will complement the Finance team by performing reviews of the specialists' work ensuring internal financial controls. The team will be structured for team members to provide back up for one another when needed.

Key Accountabilities

- Timely and accurate financial processing and reporting (financial statements and dashboards) to enable the Destination Vancouver team to efficiently make timely and informed financial and business decisions.

Responsibilities

The responsibilities include but are not limited to:

- completing month end and year end journal entries, including revenue and expense accruals
- maintaining the chart of accounts
- monthly bank reconciliation and proof of balance sheet accounts
- preparing various financial statements and reporting and supporting in variance analysis process
- supporting the Controller in overseeing the payables and receivables functions, in preparing material for Audit Committee and Destination Vancouver's Board meetings.
- Working with the team members to compile forecast information within their respective budget responsibilities.
- Assisting in administering the corporate credit card(s) program and merchant accounts
- Assisting with the annual financial audit including preparation of lead sheets, account reconciliations, and responding to auditors' requests.
- Assisting and working with the Controller and team to identify opportunities to streamline processes and ensure internal controls are effective.
- Acting as the backup for payroll processing including related journal entries, ensuring compliance, reconciliation and coordination of applicable benefits related to payroll and T4 calculations.
- Providing orientation and training to new team members on budget, revenues sources and accounting platform as part of the onboarding process



What are we looking for?

A new Team Member who is passionate about Vancouver as a place to live, work, play, experience and explore.

The ideal candidate will have a solid foundation in accounting principles, strong analytical skills and the ability to work collaboratively in a fast-paced environment.

Minimum 2 years of experience in a similar role including at least 1 year working experience in a supervisory capacity with strong team building skills and enrolled in higher levels of the CPA program. Solid understanding of the full accounting cycle including preparation of financial statements.

The successful candidate will also have demonstrated ability to be well organized with a high degree of accuracy and attention to detail; excellent time management; able to prioritize competing responsibilities and meet tight timelines. Ability to think critically/analytically with excellent judgement, skill in decision making, ability to work independently and committed to team excellence are all a must.

Strong knowledge of Microsoft Excel and experience with other Microsoft Office applications required as well as experience with established accounting and related software.

Strong written and verbal communication and interpersonal skills with all levels of the organization and experience with absolute discretion and management of confidential information are essential for this role.

Who are we?

Destination Vancouver is one of the world's most dynamic destination management organizations, delivering on a mandate of destination development and promotion that positions Vancouver as a must visit global destination.

Our purpose is *to transform our communities and our visitors through the power of travel*. This underpins everything we do and how we communicate with potential clients, engage with partners, and support our 800+ members.

Destination Vancouver has a fabulous product and a powerful brand. Our success is measured through the triple bottom line approach of an equal emphasis on people, planet and prosperity. As a private, not-for-profit business association, our continued relevancy is based on supporting our industry, responsibly and sustainably managing the destination, and building a competitive global destination brand.

What do we offer?

This role is based in Destination Vancouver's corporate office with sweeping views of the North Shore mountains and proximity to transit and downtown amenities.

We are proud to offer a competitive total rewards program including 3 weeks' vacation (15 days) to start, an annual incentive/recognition plan, extended health care benefits, health spending account, personal spending account, matching Group RRSP program, Go Green program, Team Member Referral program, training and development opportunities.

Destination Vancouver believes in and supports work/life balance and hybrid working opportunities.

Destination Vancouver believes in and provides a diverse, equitable, and inclusive work environment.

How do we connect?

If this sounds like you because you have the knowledge, experience and drive, and describe yourself as professional and enthusiastic collaborative and focused on building positive relationships, we invite you to apply for this exciting position.



Please send your resume and cover letter to careers@destinationvancouver.com

For more information, please visit <http://destinationvancouver.com>