



## ***Finance Specialist, A/P & A/R***

Are you passionate about Vancouver as great place to live, work and explore?

Are your strengths attention to detail and accuracy?

Do you pride yourself on your time management skills?

If so, Destination Vancouver's ***Finance Specialist, Accounts Payable (A/P) & Accounts Receivable (A/R)*** role could be the right match for you. Reporting to the Controller, the position is primarily responsible for Accounts Payable and supporting the Accounts Receivable functions at Destination Vancouver. The primary focus will be to ensure all activities related to the payment and billing cycle are accounted for in a timely and accurate manner.

The Finance Specialist is directly responsible for liaising with vendors, performing data entry and related duties in processing disbursements to suppliers, members, partners and other entities. The A/P, A/R Finance Specialist will also ensure the timely and accurate processing of payment documents such as purchase orders, reimbursement of business expenses, and any other accounting transactions related to A/P, A/R management. This position interacts with all team members and all vendors to provide accounts payable and billing information as well as support any inquiries from vendors and suppliers.

### **Strategic Accountabilities:**

- Ensure accounts payable and receivable entries are accurately posted.
- Process accurate and timely payments and billings.
- Proactive assistance with timely and accurate financial processing and reporting (financial statements and dashboards) to enable the Destination Vancouver team to efficiently make informed financial and business decisions.

### **Specific Responsibilities Include:**

The responsibilities include but are not limited to the following:

#### **Accounts Payable (75%)**

- Ensure all invoices are coded, verified and posted accurately in the finance system (Business Central – Microsoft Dynamics O365).
- Manage vendor relationships to ensure accounts are up to date and issues are addressed, reconciled and resolved for billing discrepancies.
- Reconcile and process Destination Vancouver's Team Member travel and entertainment expenses as per expense reimbursement policy.
- Manage, reconcile and administer payments for the corporate credit card program.
- Ensure timely payment of invoices and expense reimbursements whether it be direct deposit, wire transfer, credit card or cheque payment, in several currencies.

#### **Accounts Receivable (10%)**

- Process billing & collections with Destination Vancouver's members, partners or third parties.
- Process and post deposits including, cash, cheques, credit card and electronic payments.
- Process collections activities including initiating collection calls for overdue invoices.
- Review all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to corporate billing records.



### **Month end Close and Other Functions (15%)**

- Assist with cashflow management based on aging of overdue invoices.
- Preparation of month end journal entries and schedules, including reconciliation of accounts and accruals.
- Preparation of monthly Bank Reconciliations.
- Analysis of financial statements.
- Support in preparing audit working papers.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its stakeholders including Destination Vancouver's Board of Directors.

Other responsibilities as assigned from time to time by Destination Vancouver.

### ***What are we looking for?***

We are seeking a new Team Member with at least one year of experience in an accounting and/or bookkeeping or data entry role. Technical knowledge includes facility with Business Central or other cloud-based finance systems and software, intermediate working knowledge of Excel, and proficiency with Word.

Candidate strengths must include strong time management and organizational skills with a high degree of attention to detail and ability to meet deadlines. Interpersonal strengths are a commitment to service excellence in a team environment and effective communication and interpersonal skills. The role requires a high level of professionalism, maturity, diplomacy and judgment regarding decision-making and problem solving. The ability to act ethically and with integrity at all times work while working with confidential information is also necessary.

Experience and understanding of the full accounting cycle to financial statements preparation is an asset as is post-secondary education in business or financial management and/or equivalent background.

### ***Who are we?***

Destination Vancouver is one of the world's most dynamic Destination Organizations, delivering on a mandate for destination development and promotion that makes Vancouver a must visit global destination. It responsibly strives for a triple bottom line approach to measuring destination success through people, planet, and profit. As a private, not for profit business association, continued relevancy equals success by supporting the industry and building a competitive global destination brand.

Destination Vancouver has a fabulous product and a powerful brand. Its brand promise, Vancouver is a place that connects people and inspires them to live with passion, underpins how it communicates with potential customers, engages with stakeholders, and services its 800+ members.

### ***What do we offer?***

This position is based in Destination Vancouver's corporate offices with majestic 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 to start, incentive plan, extended health care, Health Spending Account, Personal Spending Account, matching RRSP program, transit reimbursement, Team Member Referral program, generous paid time off, training and development opportunities, work/life balance and a flexible work schedule. 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.

Starting base salary range: \$49,500 - \$56,900

***How do we connect?***

If this sounds like you because you have the knowledge, ambition and drive and describe yourself as enthusiastic and fun, collaborative and focused on building positive and long-term client relationships and achieving results, we invite you to apply for this important position. Please send your resume and cover letter to:

[careers@destinationvancouver.com](mailto:careers@destinationvancouver.com)

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