



Finance Specialist, A/P & A/R

Are you passionate about Vancouver as a 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 responsible to support the Accounts Payable and 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 A/P, A/R is directly responsible for performing data entry and related duties in processing disbursements to suppliers, members, partners and other entities. The Finance Specialist, A/P, A/R will also ensure the timely and accurate processing of payment documents such as purchase orders, reimbursement of travel and business expenses, and any other accounting transactions related to A/P, A/R management. This position involves interaction to provide billing information and support to facilitate daily bank reconciliations.

Strategic Accountabilities:

- Provide proactive assistance with timely and accurate financial processing and reporting (financial statements and dashboards) to enable the Destination Vancouver team to make informed, timely and efficient financial and business decisions.
- Ensure accounts payable and receivable entries are completed accurately and within established timelines.
- Process accurate and timely payments and billings.

Specific Responsibilities Include:

- Codes, verifies and posts all invoices in a timely and accurate manner into Destination Vancouver's finance system (Business Central).
- Maintains communication with vendors and suppliers to ensure accounts are up to date and issues are addressed, reconciled, and resolved for billing discrepancies.
- Reconciles and processes Destination Vancouver's Team Member expense reports.
- Administers payments of the corporate credit card program.
- Ensures timely payment of invoices and expense reimbursements, facilitates funds transfers and wire payments.
- Processes billing & collections with Destination Vancouver's Members and partners or third parties.
- Processes deposits on a regular basis including, cash, cheques, credit card and electronic payments.
- Processes collections activities including initiating collection calls for overdue invoices.
- Reviews all credit balances, refunds, and adjustments, and applies adjustments and/or corrections to corporate billing records.
- Assists with cashflow management.
- Assists the Controller in the preparation of month end schedules, accruals, and analysis of financial statements.
- Processes bank reconciliations and reconciliations of other accounts such as inventory and credit cards.
- Ensures the strict confidentiality and privacy of financial records as they relate to the organization and its stakeholders including Destination Vancouver's Board of Directors.

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, 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.

The health and safety of our team is a top priority, and the expectation is that all Destination Vancouver Team Members be fully vaccinated for Covid-19.

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

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