

GREATER VICTORIA HARBOUR AUTHORITY

JOB DESCRIPTION

POSITION: Accounting Assistant

DEPARTMENT: Finance

Position Summary:

The purpose of this position is to support the work of the Finance Department in the areas of accounts receivable and accounts payable and to contribute to the efficient operation of the department.

Organization:

This position reports to the Manager of Finance and Property

Accountabilities:

- Maintains Accounts Receivable
- Provides Accounts Receivable direction and support to Marina office
- Prepares office cash sheets and bank deposits
- Prepares and enters invoices
- Maintains prepaid moorage account
- Maintains deferred revenue account (recognize lease & licence revenue)
- Reconcile and recognize harbour festival revenue
- Prepare quarterly HST remittance
- Reconcile monthly bank statements plus various balance sheet accounts
- Reconcile monthly moorage revenue accounts
- Assist in credit/collections
- Accounts payable data entry

Working Conditions:

- Office environment (2 different locations)
- Evenings/weekends as required;

Experience and Education:

- College diploma preferred
- Minimum 1 to 2 years of accounting experience including operational accounting and reporting, internal control systems, and financial information systems
- Proficient with computers and various software applications such as Microsoft Office, and Simply Accounting

Knowledge, Skills, and Abilities:

- Sound written and oral communication skills
- Strong attention to detail
- Ability to exercise tact, judgment, confidentiality and flexibility in project delivery
- Ability to establish and maintain effective working relationships with a variety of individuals
- Ability to organize and independently manage workload while taking into consideration changing priorities, tight deadlines, volume of work and available resources
- Ability to provide concise and accurate information orally and in writing, including reports and correspondence suitable to the audience
- Personable, punctual, reliable
- Maintain confidentiality and integrity of all GVHA documents and information
- Demonstrates flexibility to accommodate changing responsibilities
- Understands appropriate controls and procedures in order to uphold accurate recording of financial and operational information and to meet internal control compliance requirements.