

Job Title: **ACCOUNTS PAYABLE CLERK**

Location: Cypress Mountain Resort
6000 Cypress Bowl Road, West Vancouver, BC V7V 3N9
604-926-5612 www.cypressmountain.com

Department: Accounting

Reports To: Controller

Status: Full Time/Year Round (FTYR)

Start Date: May 2024

If you thrive in a fast-paced work environment, are a detail oriented problem solver, and consider yourself a mathematics wiz, this is the role for you!

Join the Cypress Mountain Accounting Team as an Accounting Clerk and help with a variety of accounting and bookkeeping tasks including accounts receivable/payable, maintaining financial records, data entry, consolidating and disseminating reports and revenue reconciliation.

DUTIES & RESPONSIBILITIES (include but not limited to the following):

- Process payment requests in a timely manner including, but not limited to vendor invoices, expense reports, etc. through the Concur purchasing platform
- Print accounts payable cheques
- Assist with the revenue recognition processes for both the mountain operations and F&B
- Provide accounting and clerical support to the accounting department
- Accurately prepare and reconcile data as well as prepare reports with this data
- Maintain and keep organized accounting documents and records
- Create and process journal entries for daily sales
- Receive, enter and process purchase order requests, including follow-up
- Reconcile accounts in a timely manner
- Assist with month end reconciliations, including accounts payable accrual
- Reconcile daily cash-outs including the troubleshooting of out of balance/cashier issues
- Contribute to overall department goals by performing other related duties as assigned

QUALIFICATIONS/COMPETENCIES:

- Min 2+ years' proven experience in an accounting field
- Familiarity with bookkeeping and basic accounting procedures
- Excellent written and verbal communication skills
- Competency in MS Office, databases and accounting software
- Excellent time management and organizational skills
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks

- Data entry and word processing skills
- Ability to multi-task in a fast-paced environment
- Well organized, punctual, hardworking, self-motivated and outgoing
- Ability to remain organized and courteous when under pressure
- Excellent interpersonal skills, problem solving and decision making skills
- Adaptable to work effectively in a diverse and ever-changing working environment
- Ski industry experience an asset but not required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to legally work in Canada
- Valid driver's license
- A reliable/insured vehicle with winter tires to get to/from work (no shuttle service in the off season months)

WAGE/BENEFITS:

- Wage: \$52,000/annual salary
- Annual Goals Attainment Bonus program
- Benefits package
- Skiing/riding/cross country skiing/snowshoeing/snow tubing benefits
- Season pass(es) for immediate family (including spouse and minor children)
- Free Lessons
- Discounts in F&B & Big Bear Sports
- FUN work atmosphere in unique environment!

TO APPLY:

Cypress Mountain is an equal opportunity employer and encourages candidates of all backgrounds to apply. If you are passionate about Accounting, we invite you to apply for this opportunity

www.cypressmountain.com/employment

The above description is a general overview of the responsibilities of the position but is not intended to be all-encompassing. Additional or alternative responsibilities may be assigned and discussed, depending on the dynamic needs of the department and Cypress Mountain Resort as a whole.