



## Accounting Clerk

Islington is a wonderful parkland course designed by the renowned Stanley Thompson that was established in 1923. Lined with majestic trees and the meandering Mimico Creek, the location provides a tranquil setting in the west end of Toronto. The Clubhouse was renovated in 2010 and features several dining outlets, banquet facilities and meeting rooms. The golf course features a wonderful rebuild of all the greens and surrounds by course architect Ian Andrew. A new practice facility and short game area has also been added for the 2015 season.

We are currently seeking a full-time Accounting Clerk who will be responsible for accounts payable, sales processing, assist with member inquiries and support other accounting functions. This individual will be an integral member of our Administrative team reporting to the Controller.

### Job Qualifications

- Business Degree or Diploma
- Previous experience in an accounting related role is required
- Accurate and detail oriented with a strong aptitude for numbers
- Organized to meet required deadlines and manage multiple priorities
- Computer proficiency - Microsoft Office experience
- Excellent oral and written skills
- Ability to build and maintain professional relationships with members/guests/suppliers/coworkers
- Professional and courteous team minded player
- Jonas software experience is an asset
- Experience in a private club environment a definite asset
- Self – motivated with the ability to take initiative and be resourceful
- Well-developed problem solving and decision-making capabilities

### Job Description

#### Accounts Payable

- Accurately and in a timely manner code, verify and post payable invoices to proper accounts
- Maintains vendor files and credit applications
- Prints, matches and mails supplier payments/remittances
- Reconciles supplier statements to ensure proper month-end cut-off
- Maintains/files all accounts payable/disbursement reports and records, including cheques and invoices

#### Accounts Receivable

- Updates daily sales charges from various areas
- Processes month end member charges and adjustments, i.e., minimums, late payment fees, account corrections
- Prepares and mails/ emails member statements with any Club communications
- Assists members with account inquiries
- Maintains/files billings and accounts receivable reports

#### Accounting

- Assists Controller on matters related to month end and general accounting processes

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All responses will be held in strict confidence. Interested applicants are invited to forward their resumes to the Human Resources Generalist, [diane@islingtongolfclub.com](mailto:diane@islingtongolfclub.com), by January 15, 2019. No phone calls will be accepted.