



Entrée Canada Destinations is a provider of **luxury travel services** specializing in the creation of unique, supernatural holidays, retreats and corporate visits throughout Alaska and Canada. Using our handpicked collection of elegant hotels, transportation, and activity companies we stretch our imaginations to engineer the perfect Alaska or Canadian visit for our discerning clientele.

Position: Finance Coordinator, Canada

Type of position: Full-time position

Start Date: ASAP

Job Description:

This position will be responsible for the day-to-day accounting tasks for Entrée Canada and to support the Finance Department of Entrée Canada Destinations Inc with whatever is needed. We are looking for someone who is task oriented and has experience working with heavy volume and conflicting priorities. This position is well suited to someone with a keen sense of finance and knowledge of the tourism industry and reports to the Controller.

Responsibilities will include:

- Actively involved in the day-to-day operations of the department including entering sales, posting client payments, entering payables, processing payments.
- Ensure all daily & weekly management reports are prepared in a timely manner
- Prepare monthly financial statements and reports
- Monitor cashflow and prepare monthly reconciliation reports, including bank and credit cards
- Understand contract costing sheets, Canadian taxes, resolve discrepancies
- Participate in developing, implementing, and maintaining financial policies and procedures
- Ensure up-to-date documentation is maintained for financial processes

Skills & Qualifications required:

- 2-3 years of accounting experience, preferably in the travel/tourism industry
- 2-3 years of education in finance/accounting
- Proven leadership skills and works well in a team
- Excellent administrative, interpersonal, organizational, written and verbal communication skills
- Superior listening skills and willing to take direction
- Work well under pressure and maintain a positive attitude
- Good problem solving skills as it relates to day-to-day issues
- Ability to think strategically; to consider broad-scope issues, alternatives and impacts from a business perspective
- Ability to balance day-to-day responsibilities with ad hoc projects that will arise continuously

If you are an enthusiastic and committed individual, looking for a challenging position with lots of variety, in a fun & dynamic environment then please forward your resume and cover letter. No phone calls please

134 ABBOTT STREET 7TH FLOOR VANCOUVER BC V6B 2K4
T. 604.408.1099 F. 604.736.2242 1.888.999.6556
canada@entreedestinations.com www.entreedestinations.com