

# ENTRÉE DESTINATIONS

Entrée Destinations is a provider of **luxury travel services** delivering customized journeys throughout Canada and Alaska. We dream big and travel bigger. We believe in not only giving our guests what they ask for but giving them what they never dreamed possible. Using our handpicked collection of luxury hotels, wilderness lodges, resorts, outfitters, transportation and activity companies we stretch our imaginations to create the unimaginable journeys for our guests. Our Purpose means something to us, and our focus '*Touch the Guest*' is behind everything we do.

**Position:** Accounting Coordinator  
**Location:** Vancouver office, located in Gastown.

Reporting to the Controller, the Accounting Coordinator will be responsible for the day-to-day accounting tasks for Entrée Alaska and to support the accounting department. We are looking for someone who is task oriented and has experience working with heavy volume and conflicting priorities. This position is well suited for someone with a keen sense of accounting and tourism in the tourism industry.

#### **Duties will include:**

- Data input/processing: entering sales, posting client payments, entering payables, processing payments.
- Assist with the preparation of monthly financial statements and reports
- Assist/lead accounting department projects as required.
- Monitor cashflow and prepare monthly reconciliation reports, including bank and credit cards
- Understand contract costing sheets and 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 and/or education.
- Excellent attention to detail and an understanding of high level customer service
- Strong excel skills and aptitude for numbers
- Ability to think strategically, to consider broad-scope issues, alternatives and impact from a business perspective.
- Strong organizational skills and the ability to multi task in a fast-paced environment
- Ability to work independently, as well as part of a team
- Proficiency in Microsoft Word, Internet and e-mail applications
- Relevant experience in the travel industry (preferably with a tour operator or wholesaler) is preferred
- Fluency in the English language (written & spoken)

#### **What We Offer**

- An opportunity to join a growing internationally acclaimed luxury travel company with 25 years of success
- A purpose-led organization, treating each other with the same level of integrity and care as our guests

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- Two week's vacation
- Paid time off (wellness days)
- Health and Dental Benefits employer/employee cost share
- Pension plan matching program
- A gorgeous Gastown office with a roof top deck and views of Coal Harbour and the North Shore Mountains. Close to Sky-train, West Coast express and loads of shopping and restaurants.
- A commitment to company culture. We have an employee-led social team, responsible for office snacks and office social events including birthday celebrations, summer BBQ's on the deck, curling, snow-shoeing, on-site massage, pizza lunches and whatever else we dream up.

In case you haven't noticed, our purpose matters to us, governing how we do our jobs. From the Accounting Coordinators to the Sales Managers, each and every one of us drinks the champagne (it's so much better than Kool-Aid!) and hope that you would too.

If you are an enthusiastic & committed individual, looking for a challenging position in a fun & dynamic environment then please forward your resume and cover letter.

We regret that due to the high volume of applicants, only those candidates selected for interviews will be contacted.