

# ENTRÉE DESTINATIONS

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

**Position:** Finance Support Coordinator  
**Type of position:** Permanent, full-time, 40-hours per week, Monday to Friday  
**Location:** This position works from our Gastown office, Vancouver, B.C.

## **Job Description:**

Reporting to the Controller, the Finance Support Coordinator will assist the Company cross-departmentally with the review of confirmations and invoices, correcting confirmations and invoices while tracking, correcting and reporting cost discrepancies.

This role will also support other administrative duties within the company such as: tracking payments, charging and invoicing our customers, posting payments, building our trip files, printing and filing service confirmations and other tasks as directed or required.

This is a new role that will work closely with the Finance, Sales and Operations teams and has the potential to play a pivotal role in internal service and quality control.

## **Duties will include:**

- Reviewing pre and post travel supplier confirmations/invoices for accuracy. Researching errors to determine root cause and resolve discrepancies.
- Checking contracted supplier rates to ensure accuracy.
- Contact suppliers to resolve discrepancies
- Manage high volume of invoices and conflicting priorities
- Revising and tracking costing errors and reporting to Controller
- Lead the final booking reconciliation between our tour software and accounting software
- Setting up the trip files (on line and hard files) for Operations Managers.
- Following up on missing or inaccurate confirmations received in Operations
- Assist with ad-hoc projects that may arise
- Answering the telephone and general office duties as directed or required

## **Skills & Qualifications required:**

- Excellent attention to detail and an understanding of high-level customer service
- Strong excel skills and aptitude for numbers
- Proven ability to understand supplier/partner contracts, terms relating to contracts, and pricing structures, including Canadian taxes
- Strong organizational skills and the ability to multi task in a fast-paced environment

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- Ability to work independently, as well as part of a team
- Proficiency in Microsoft Word, Internet and e-mail applications (experience with Tourplan is an asset)
- 2-3 years of accounting experience in the travel industry (preferably with a tour operator or wholesaler) is preferred
- Fluency in the English language (written & spoken)

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 to: [careers@entreedestinations.com](mailto:careers@entreedestinations.com).

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