

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: Accounting Clerk

Type of position: Seasonal Position (ASAP to November 15th, 2019)
Full-time, 40-hours per week, Monday to Friday
Preference given to candidates who can return for multiple seasons

Location: This position works from our Gastown office, Vancouver, B.C.

Job Description:

Reporting to the Controller, the Accounting Clerk will assist the Finance Team with the review of confirmations/invoices, correcting confirmations/invoices while tracking and reporting cost discrepancies. This is a new role that will work closely with the finance and sales team and has the potential to play a pivotal role in internal service and quality control.

Duties will include:

- Review pre and post travel supplier confirmations/invoices for accuracy. Research errors to determine root cause and resolve discrepancies.
- Understand supplier contracts and rates
- Contact suppliers to resolve discrepancies
- Adjust our tour operating software as a result of revisions / changes
- Manage high volume of invoices and conflicting priorities
- Monitor and report on discrepancies to the Controller
- Lead the final booking reconciliation between our tour software and accounting software
- Assist with ad-hoc projects that may arise for sales and finance
- 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
- 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)

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- 2-3 years of accounting experience in the travel industry (preferably with a tour operator or wholesaler) is preferred
- Fluency in the English language is a must (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
- 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, pizza lunches and whatever else we dream up.

Our [purpose](#) matters to us, governing how we do our jobs. From the Accounting Clerks 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.