

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: Controller
Type of position: Part-time or Full-time
Location: This position works from our Gastown office, Vancouver, B.C.

Job Description:

This position will be responsible for managing the 2-person Finance Department for Entrée Destinations and will share responsibility for the overall profitability and efficiency of the company across all departments and revenue streams. Collaborating closely with the Executive Team, the Controller reports to the President and will work closely with the company's leadership team.

Responsibilities will include:

- Shared responsibility for the company's profitability, workflows, structure and business model which is always evolving in the travel industry. We are a small executive team looking to add third executive who will bring a thoughtful, dynamic and exciting approach to business.
- Guides financial decisions by establishing, monitoring and enforcing policies and procedures relating to finance.
- Oversees and prepares budgets (company and departmental) by establishing schedules, collecting, analyzing and consolidating financial data; recommending plans to achieve financial goals.
- Achieves budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions.
- Manages the Finance Department, including selecting, orienting, supervising and training staff.
- Maintains financial staff job results by coaching and counselling employees; planning, monitoring and appraising job results.
- Oversees the accuracy and productivity of day-to-day financial activities.
- Oversees accounts receivable and accounts payable, ensuring all clients' payments are received and all suppliers are paid on time.
- Oversees year end and monthly reporting – financial reports as well as internal reports required by the business, e.g. sales reports, operations reports.
- Oversees CRA (GST, Corp, Payroll) and IRS (Corp, W9-1099, Payroll)
- Monitors cashflow and prepares monthly reconciliation reports, maximizes return and limits risk by managing cash; managing US and Canadian accounts
- Responsible for processing payroll, group health, DPSP, reporting for both divisions (Canada and US) and posts payroll.
- Contact for Banking, Merchant Accounts and Consumer Protection BC.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Identifies inefficiencies cross-company and works in collaboration with Executive and Director teams to minimize inefficient procedures. In collaboration with Executive and Director team, defines, benchmarks and implements cross-company best practices.
- Monitors profitability by collecting, interpreting and reporting financial data.
- Participates in developing, implementing and maintaining financial policies and procedures.
- Ensures up-to-date documentation is maintained for financial processes.
- Team-player supports Finance or Executive Team as required.

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Skills & Qualifications required:

- 4-5 years of accounting experience, preferably in the travel/tourism industry
- 4-5 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
- Works well under pressure and maintains 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

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
- 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, snowshoeing, 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 to: careers@entreedestinations.com.

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