

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:	Seasonal Accounting Clerk (1 position)
Length of Contract:	Starting early June through August. <i>Note: there may be an opportunity for a contract extension for suitable applicant.</i>
Weekly hours	30 – 40 hours per week, Monday to Friday
Location:	Vancouver office, located in Gastown.
Rate:	\$16-\$18/hr. depending on experience

Reporting to the Controller, the Accounting Clerk will support the day-to-day accounting tasks for Entrée Destinations. We are looking for someone who is task oriented, who enjoys the details and has experience working quickly and accurately with heavy volume. This position is well suited for someone with a keen sense of accounting and experience in the tourism industry.

Primary 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 with accounting department projects as required.
- Assist with monitoring cashflow and preparing monthly reconciliation reports, including bank and credit cards
- Understand contract costing sheets and resolve discrepancies or liaise with the Product Manager, Contracting as appropriate
- Participate in developing, implementing, and maintaining financial policies and procedures
- Ensure up-to-date documentation is maintained for financial processes

General Responsibilities 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 and liaise with the Product Manager, Contracting as appropriate.
- Adjust our tour operating software as a result of revisions / changes and liaise with the Product Manager, Contracting as appropriate.
- 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:

- Preference will be given to candidates who fall within the Canada Summer Jobs criteria
- 1-2 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
- Strong organizational skills and the ability to multitask in a fast-paced environment
- Ability to work independently, under remote leadership, with little supervision once tasks have been outlined
- 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 be part of a growing internationally acclaimed luxury travel company with 28 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 rooftop deck and views of Burrard Inlet and the North Shore Mountains. Close to SkyTrain, West Coast Express, and loads of restaurant combined with the possibility of working remotely.
- A commitment to company culture. We have an employee-led social team.
- For those growing their careers, an opportunity to learn the inside scoop of how a leading travel company delivers exceptional guest experiences.

If you are qualified, please forward your resume and cover letter including salary expectations to careers@entreedestinations.com by **May 29th, 2022**.

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

**Check-out our new product line, The Stories of Canada: [The Stories of Canada | Entrée Destinations](#) **