



# Accounting Clerk



## About Us:

Welcome to University Golf Club, where golfers of all levels come to enjoy our scenic course and exceptional facilities. With a rich history dating back to 1929, we offer a wide range of services, including golf on our year-round maintained course, access to a full-length driving range, comprehensive instruction programs, corporate events/outings, weddings/banquets, and an award-winning restaurant. The club is just minutes from downtown Vancouver, but you feel like you are far away with nature surrounding.

UGC is currently looking for an experienced and enthusiastic **Accounting Clerk** to add to their accounting/admin team. This role involves staff & client interaction, administrative duties, and coordination across departments and golf courses to support daily operations.

## Key Responsibilities:

- Maintenance and processing of accounts payable & accounts receivable for two golf courses
- Preparation of various reports and forms
- Assisting with inventory, government remittances, credit applications, Corporate Visa, Expense Reports
- Proper filing of reports/documents
- Supporting various day-to-day finance and accounting functions
- Supporting month end, quarter end and year end functions
- Working on assigned projects as needed
- Works closely with department managers with regards to any accounting inquiries
- Stock staff room with coffee supplies
- Maintain office equipment & supplies
- Mentor summer co-op office staff when needed
- Support year audit requests when needed

## Qualifications & Skills

- Accounting/Finance Diploma, bachelor's degree or equivalent work experience
- 1 year minimum of relevant experience is preferred
- Knowledge of Microsoft Office 365 (Excel, Word, Outlook)
- Knowledge of Sage 50 or equivalent accounting software is an asset
- Previous customer service experience preferred
- Strong communication and interpersonal skills
- Self-starter, flexible, with ability to multitask and stay organized
- Positive attitude and ability to be proactive and resourceful



## Accounting Clerk



### Working Hours:

Monday to Friday (830am-430pm) in office

### Compensation & Benefits:

- Competitive hourly wage; *Range between \$25-28/hour*
- Opportunity to work in a fun and team-oriented environment.
- Great company benefits plan and matching RRSP along with golf/food & beverage privileges.
- Enjoy exclusive access to a variety of company events,
- Continuous on-the-job training and development opportunities, ensuring you gain valuable skills and grow within your role

### How to Apply:

Please submit your resume with cover letter to:

**Justeen Loconte, Head of People & Purpose**

Via email at [hr@universitygolf.com](mailto:hr@universitygolf.com)

**Application Deadline: April 11, 2025.**

For more information about University Golf Club, please visit our website:

[University Golf Club](http://UniversityGolfClub.com)

**UGC IS AN EQUAL OPPORTUNITIES EMPLOYER**