

JOB POSTING – Arbutus Ridge Golf Club

Position Title:	Junior Bookkeeper	<p>The Arbutus Ridge Golf Club is located in the seaside community of Cobble Hill, a 25-minute drive from the outskirts of Victoria, 45-minutes from Nanaimo and just 15 minutes from the cultural city of Duncan. The Bill Robinson design 18-hole golf course is complimented with the renowned, Satellite Bar & Grille and Indoor Tennis Facility. www.arbutusridge.com.</p>
Reports to:	Office Manager/Accountant	
Job Type:	Part- time (24-32 hours weekly)	
Start Date:	Negotiable	

POSITION OBJECTIVE

Arbutus Ridge Golf Club is seeking a Junior Bookkeeper team member for a part time in-office role. This position offers flexible work hours but must be agreed upon with the Accountant/Office Manager. The Junior Bookkeeper Assistant works with all department managers, to assure each department is functioning as one. Ensure each guest received consistent services and products. Wages to be determined based on experience.

DUTIES & RESPONSIBILITIES

- Answering telephone promptly in a courteous and professional manner
- Complying daily cash outs from each department and closing off the day
- Create reports, lists, letters, memos, meeting agendas and other computer projects
- Creating, printing and tracking gift certificates
- Maintaining a current and up to date inventory of stationary supplies as well as all ordering of office supplies for all departments
- Create monthly Ridge Talk articles and ads
- Performing general administration duties
- Assisting all department with clerical assistance and support
- Taking member payments, new and existing inquires on memberships
- Filing accounts receivable and payable
- Handling all archive files and other sensitive files
- Sending out manager schedule
- Keeping all departments organized and make sure deadlines are dealt with
- Helping with Team Member events and sign up
- Filling in and taking on more responsibility while Administration team members are absence
- Creating and posting upcoming event flyers and cart places
- Helping departments with outside advertising and events, ex: Dine Cowichan and Tourism Cowichan

REQUIRED QUALIFICATIONS & KNOWLEDGE

- Understanding of the golf club environment, asset but not required
- Background in tourism & hospitality industry, asset but not required
- Knowledge in computer hardware and software, asset but not required

- Intermediate knowledge of Microsoft Office 365 and Adobe Acrobat
- Must be able to meet deadlines as required
- Trustworthy, flexible, and adaptably
- Sage 50 an asset
- Knowledge of Payroll rules and guidelines an asset

ABILITIES & WORK CHARACTERISTICS

- Quick evaluation and decision making
- Trustworthy, flexible, and adaptably
- Strong comprehension of English language
- Strong public relations skills
- Keyboard and word processing abilities
- Work efficiently in a non-supervised position
- Primarily inside work within an office environment with some outside work required
- Will be required to work on a shift basis, including the odd weekends or evenings
- Must be able to lift 20 lbs. (Bank Boxes)
- Demonstrated ability to work well in a team environment
- Time management with ability to multi-task and prioritize projects
- Able to work in a fast paced, deadline orientated work environment and be able to maintain organization
- Valid driver's license and own vehicle

BENEFITS & COMPENSATION

- Complimentary Golf & Tennis on a stand-by basis
- Option to purchase goods from the Golf Shop for cost + 10%
- Discount on food in the Satellite Bar & Grille for you and up to three guests

Please send your resume and cover letter to:

Debbie Murphy dmurphy@arbutusridge.com