



JOB POSTING – Blue Ocean Golf Club

Position Title:	Bookkeeper	<i>Blue Ocean Golf Club is a public 18-hole championship golf course with a full-service golf shop, covered practice facility, golf academy, clubhouse and the Blue Ocean Bar & Grill. Located in beautiful Sechelt BC on the scenic “Sunshine Coast,” Blue Ocean offers guests a great golf and culinary experience with exceptional service, stunning scenery, and meticulous course conditioning.</i>
Department:	Administration	
Reports to:	General Manager	
Job Type:	Part Time Permanent	
Application Deadline:	March 12, 2021	

POSITION OBJECTIVE

A perfect part-time job for a bookkeeper or accountant that comes with golf privileges. You will help keep the day-to-day books in order and assist the accounting team at head office with accurate daily reporting and payroll information. You have a keen eye for detail, fluency with Microsoft Excel, great communication skills and a strong work ethic.

DUTIES AND RESPONSIBILITIES

1. Daily balancing of cash-outs from Restaurant and Golf Shop.
2. Prepare cash and charge deposits for bank deposit.
3. Summarize semi-monthly hours-worked information for submission to payroll department.
4. Calculate and pay Tips and Event Service Charges to servers and kitchen team.
5. Prepare weekly invoice courier package to head office and assist in A/P and A/R tracking.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

1. Fluent with Microsoft Excel.
2. Experience with other Office 365 software an asset (Microsoft Word).
3. Must have a vehicle and valid driver’s license.
4. Manage a work email account.
5. Strong attention to detail, communication skills and work ethic.
6. Bookkeeping or Accounting background or experience an asset.
7. Solid understanding of the golf industry an asset.
8. Background in tourism and hospitality industry an asset.

WORK CHARACTERISTICS

1. 3-4 days per week, 3-7 hours per day varies with season. 12-24 hours per week year-round.
2. Indoor work in an office environment.
3. Must be willing to work during pandemic and wear a mask as required.

Competitive hourly wage commensurate with experience
Complimentary stand-by golf, driving range, power cart and rental club privileges
50% off 1 meal per shift while working
Option to purchase retail merchandise from the Golf Shop at cost + 10%
Ability to modify a flexible work schedule, days and times within limits.

Please send your resume and cover letter by email to:

Ken Langdon, General Manager

klangdon@blueoceangolf.ca

(604) 885-2700 x.102

Posting closes: March 12, 2021

OUR CORE STANDARDS

Live our core standards – F.I.R.S.T.!

- Friendly and Helpful
- Initiative and Action
- Respect and Dignity
- Sales and Service
- Team and Facility Appearance