



## JOB POSTING

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CLASSIFICATION / JOB TITLE / OFFICE LOCATION

**AP/AR Generalist (FULL-TIME)**

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REPORTS TO (POSITION)

**DIRECTOR OF FINANCE**

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DEPARTMENT / DISCIPLINE

**ACCOUNTING DEPARTMENT**

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SUBMIT RESUMES AND COVER LETTER TO

**careers@bayviewclub.com**

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EFFECTIVE DATE

**MARCH-2023**

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SALARY GRADE(S)

**LVL 1, IC1**

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SUBMIT RESUME BY (DATE)

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INTERNAL AND EXTERNAL CANDIDATES

**JP 009**

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### SUMMARY:

#### The Company & Working Environment:

The Bayview Golf & Country Club is Centrally located in the GTA, Bayview has been a treasured part of the lives of our families for nearly 60 years. Bayview members enjoy a world-class Golf course, Tennis Courts, Fitness area, Aquatics area, dining and social experiences, all centered in a modern, full-service private club setting with diverse event facilities. We have an 18-hole championship course ranking among Score Magazine's Top 100 & a focal point for our Toronto Country Club family. The Professional Shop offers items for all our amenities with sports and casual wear, golf equipment, and tennis equipment to name just a small selection of the items available for purchase.

#### The position:

The **AP/AR Generalist** ensures accurate and timely processing and payment of invoices, analyzes various general ledger accounts, and prepares audit working papers. The incumbent is responsible for Membership statements of account reconciliations and Member inquiries. This individual will apply the appropriate debits and/or credits for all Membership account charges and will oversee all monthly account adjustment processes. This position must maintain and handle all information in an accurate and detail-oriented manner.

#### DUTIES:

- Review, verify and process the purchase orders and suppliers' invoice
- Process invoices in the system; calculate and prepare cheques/EFT to pay vendors
- Prepare and record journal entries to financial statements
- Send Member statements through email, mailed correspondence or both as applicable
- Investigate and respond to all Member inquiries in a timely manner
- Accounts Receivable collection of overdue accounts
- Ensure accurate Member billing for monthly Accounts Receivable close off



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- Debit and credit Member accounts dependant on category changes from the appendix and revise previous entries. Member account charges will include annual dues, capital fees, activities fees, assessment fees, entrance fees and late payment charges
- ACH transfer and bank deposit
- Account reconciliation of certain general ledger accounts
- Actively review and oversee all account adjustment processes in all departments, ensuring efficiency and proper policies are in place
- Produce monthly and ad-hoc reports
- Act as backup for bi-weekly payroll if the primary payroll administrator is unable to run payroll
- Year-end Accounting duties
- Other duties as assigned by the Director of Finance

### Supervision Received

- Reports to and receives functional direction from the Director of Finance

### Contacts

- Maintains internal/external contact with all Members, Management and Staff

### SKILLS / JOB KNOWLEDGE / EXPERIENCE:

#### MINIMUM QUALIFICATIONS:

- A completed accounting degree or diploma or equivalent experience
- Proficiency in MS Office, particularly Excel, Outlook and Word
- Experience managing a Member Database strongly preferred but not required
- Experience in a client-facing or customer service role for a minimum of 1 year
- Highly detail-oriented and accurate manual entry skills



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### REQUIREMENTS:

- Experience in a Private Club setting is an asset but not required
- Experience with JONAS software or ADP WFN is an asset but not required
- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision
- Excellent organizational and time management skills
- Strong interpersonal and teamwork skills

### BENEFITS:

- Free employee meal
- Free on-site parking
- Four-day schedule with some remote work flexibility
- On-site gym access at off-peak hours
- Access to Tennis Courts & Golf Course at off-peak hours

### HEALTH AND SAFETY:

- Must work in compliance with the Occupational Health and Safety Act Regulation and follow in accordance to the Club's Health and Safety policies and procedures

### HOURS OF WORK:

- Business hours Monday through Thursdays

If you feel this position describes your skills and experience, please e-mail your resume and cover letter to [careers@bayviewclub.com](mailto:careers@bayviewclub.com). Please include the position title in the subject line of your email. We thank all applicants for their interest but only candidates selected for an interview will be contacted.

At Bayview Golf & Country Club, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and



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teammates. If selected for an interview, we will be happy to work with you to ensure your interview is accessible and accommodation is provided based on the information you provide us.