



Bookkeeper/Assistant Controller – Calgary

Overview:

Anderson Vacations is the One Stop Canada and Downunder Solution!

With advanced integrated on-line booking technology and six major product lines, Anderson is one of the fastest growing travel wholesalers in Canada!

Our mission is to provide the **One Stop Solution** for travelers and retailers wanting to travel throughout Canada or the South Pacific. Offering Escorted Tours, FIT packages, Rail trips, Adventure activities, Charter services, Corporate programs, and Conference Housing solutions enables Anderson to provide this One Stop Solution to every client.

Description:

Reporting to the Director of Corporate Programs, SimpleRES & Finance, the Bookkeeper/Assistant Controller is responsible to work within the Anderson Vacations' accounting and controls system in order to manage and maintain the preparation of financial statements, reports and partner relationships on a local, national and international level. The position is based in Calgary and may require limited travel throughout the year.

Main Responsibilities:

- Managing the records and reporting of Accounts Receivable across all product lines
- Managing Accounts Payables, including invoice verification
- Processing receipts and refunds for customers as requested
- Reconciliation of month end bank account statements prior to the 15th day of the following month for sign-off by Director of Finance and/or President/CEO
- Monthly Payroll Remittance For All Employees. Payroll report to be provided to Director of Finance and/or CEO when submitted
- Visa and MasterCard reconciliations of each month's statements, including tracking any unauthorized transactions. Reports prepared for Director of Finance and President/CEO by the 15th of the following month
- Developing and maintaining the system of accounts for Marshall Anderson Tours Ltd and Alberta 1209545 Ltd.
- Preparation of Year End Materials for Chartered Accountant in order to ease the Review Engagement process.
- Account Data entry and tracking

- Working patiently with and understanding the team needs and financial goals of each product division
- Working with product directors/managers, for each product line, to ensure accounting accuracy and payment schedule adherence
- Working co-operatively within the Anderson “Team” Principles
- Account filing in an organized and up-to-date fashion
- Mailing and faxing payments to suppliers/agencies
- Assisting in maintaining the cleanliness of staff common areas
- Assisting office managers with managing account recording
- Maintain 100% confidentiality of personnel and finance issues at all times
- Other accounting duties as required

Skills/Knowledge:

The successful candidate will have at least:

- University Degree or College Diploma in Accounting/Bookkeeping or the equivalency in direct experience in industry will be considered.
- 2 years of bookkeeping experience.
- 2 years of indepth Simply Accounting Experience.
- Knowledge of Online Banking Payroll Systems
- Knowledge of CCRA Standards of Practice
- Experience working in Windows XP computer software including Microsoft Excel, Microsoft Word, and Outlook
- Experience in working with customers, budgets, preparing proposals, planning and managing accounts is an asset.
- Knowledge of the wholesale/retail/consumer relationship is an asset.
- Knowledge of pricing structures and mechanisms within the travel industry is valuable.
- Enthusiastic, hard working, trustworthy and reliable.
- Strong organizational, time management and multi-tasking skills required.
- Strong communication skills, written and verbal, together with computer and typing skills required.
- The ability to work independently, and with others, to achieve quality objectives and drive ideas forward, within tight time frames, is imperative.
- The ability to thrive and achieve successful outcomes in a dynamic environment, while managing unique and challenging circumstances, is essential to success in this position.
- 1 to 2 years experience in the Tourism industry is desirable, but not essential.

RESUMES will be accepted until March 5, 2010 at 5:00 PM

Submissions may be made to Joseph Macdonald,
Director of Corporate Programs, SimpleRES & Finance.

jmacdonald@andersonvacations.ca

Or fax: 403-245-6210

We thank everyone who applies. However, only those considered for the position will be contacted.