

Job Title: Accounting Manager.

Job Purpose: In charge of Accounts Payable and Payroll Processing.

Direct Report: Controller

Salary Range: Depends on Experience

Job Code: Core / Flex

Core responsibilities:

1. Perform the day to day processing of accounts payable transactions to ensure that Club finances are maintained in an effective, up to date and accurate manner.

Main Activities:

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Manage the weekly check run
- Prepare vendor checks for mailing
- Prepare manual checks as and when required
- Maintain updated vendor files and file numbers
- Print and distribute monthly financial reports
- Maintain the general ledger as authorized by the Controller.

2. Complete payroll functions in order to ensure staff are paid in an accurate and timely manner.

Main Activities:

- Establish and maintain confidential casual employee files
- Process new Hires
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Verify coding and obtain signatures
- Batch paysheets for data entry
- Data enter of payroll information
- Process payroll
- Prepare and post payroll journal entries as authorized by the Controller
- Distribute pay checks
- Prepare and remit source deductions and payroll tax

3. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Maintain inventory files
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

4. Perform other related duties as required by the Controller.

Experience required: 7 to 10 years direct experience.