



THE UNION CLUB

OF BRITISH COLUMBIA

Position - CONTROLLER
Facility - THE UNION CLUB OF BRITISH COLUMBIA
Location – VICTORIA BC

JOB DESCRIPTION

- Preparing or overseeing all accounting functions, entries and processes required for a busy organization.
- Produce final month-end and year-end financial statements.
- Preparing variance analysis and Management Discussion & Analysis each month and present to the Finance and General Committees.
- Prepare annual budget and present to Finance and General committees.
- Prepare license renewals as required.
- Remit GST, PST, Hotel, and Income taxes to governmental bodies.
- Manage payroll and group benefits for 50-70 employees.
- Keep track of internal funds and investments.
- Must be proficient with JONAS software.
- Must be familiar with how Not-for-Profits/Societies operate and legal and accounting rules to be followed. Must have a good understanding of HR and Group Benefit Plans.
- Must know how to use Payworks software.
- Responsible for producing Financial Statements, Accounts Payable and Payroll.

EDUCATION & EXPERIENCE

- CPA designation or working towards CPA.
- 5 years accounting experience.
- Expert knowledge of Microsoft Office.

POSITION DETAILS

- This is a fulfilling position providing experience in Food & Beverage, Hotel, Fund Accounting and Non-Profit.
- Fulltime, Monday to Friday; reports directly to the General Manager.
- Competitive salary commensurate with experience.
- Group benefits: dental, medical, LTD.
- Supervision of one accounting assistant.

START DATE

May 2025.

HOW TO APPLY

Please forward your CV and cover letter to:

MAIL:

David Hammonds, GM
The Union Club of British Columbia
805 Gordon Street
Victoria, BC V8W 1Z6

or

EMAIL:

generalmanager@unionclub.com

Looking for an individual who is living in Canada .

Salary \$90,000 to \$100,000 depending on experience and education