



National Golf Course Owners Association Canada
Association nationale des propriétaires de terrains de golf du Canada

Looking to join a dynamic team?
The National Golf Course Owners Association Canada is hiring!

Accounting Coordinator

Are you looking for a rewarding opportunity with a very successful leading organization in the Canadian golf industry?

The National Golf Course Owners Association Canada (NGCOA Canada) is currently seeking an **Accounting Coordinator** for a 10-month maternity leave contract. This position will report to the Director of Accounting.

The successful candidate will join a very dynamic staff team of 20 and will operate from the NGCOA Canada's headquarters located in Ottawa, Ontario.

The ideal candidate possesses strong communication and interpersonal skills, is a self-motivator, a logical thinker and possesses the skills necessary to support the Accounting Department. The candidate also enjoys working in a team environment.

PRIMARY RESPONSIBILITIES include the following:

- Process accounts receivable / payables and reconcile multi-resource payments
- Data entry / account maintenance
- Reconciliation of corporate credit cards and process all expense reports
- Prepare invoices as required
- Prepare accounts receivable report with A/R follow up
- Prepare various reports as required
- Maintain accurate and complete accounting records for year-end audit
- Other accounting duties as assigned

COMPUTER EXPERIENCE

Qualified candidate will have extensive knowledge in:

- Simply Accounting
- MS Suite | Excel, Word, Outlook
- Experience with Microsoft Teams and OneDrive are an asset

KNOWLEDGE/SKILLS

Qualified candidate will possess the following knowledge/skills/qualities:

- HST/GST
- Strong interpersonal skills
- Ability to work independently & collaboratively
- Problem-solver
- Willingness & interest to learn

This position requires the candidate to work 4 days per week from the NGCOA Canada head office located in Kanata, Ontario. The pay range is commensurate with level of skill and experience.

No phone calls please. Only those candidates selected for an interview will be contacted.

If this position matches your expertise and interests, please submit your resume by email by to:

Nathalie Lavallée, Chief Operating Officer, nlavallee@ngcoa.ca.



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POSITION DESCRIPTION ACCOUNTING COORDINATOR

The NGCOA Canada Accounting Coordinator is a 10-month contract position reporting to the Director of Accounting and works closely with all other NGCOA Canada national and regional staff.

JOB TITLE:

Accounting Coordinator

LENGTH OF EMPLOYMENT:

10-month contract

LOCATION:

NGCOA Canada National Office, 515 Legget Drive, Suite 810, Ottawa, ON K2K 3G4

PRIMARY RESPONSIBILITIES include the following:

- Process accounts receivable / payables and reconcile multi-resource payments
- Data entry / account maintenance
- Reconciliation of corporate credit cards and process all expense reports
- Prepare invoices as required
- Process staff expense reports
- Prepare various reports as required
- Maintain accurate and complete accounting records for year-end audit
- Make bank deposits as required
- Provide other support to NGCOA Canada departments for special events or other projects as required
- Ensure that all tax submissions are executed as required.
- Professionally represent NGCOA Canada at all times, including relations with the NGCOA Canada membership, non-NGCOA Canada golf operators, government agencies, other golf associations, suppliers and golfers
- Other accounting duties as assigned