**FINANCE MANAGER**

Maintains the financial health of the organization by effectively managing the daily, seasonal and annual financial obligations of the company.

**Job description: Finance Manager**

**Category:** Management

**Reports to:** General Manager/Owner

**Job Definition:** Manages all financial aspects of operations

**Assigned area of work:** Tofino/Ucluelet Office Locations though some working from home will be considered.

**Hours of operation:** 40 hours per week.

**Pay Structure: Full time - $26-28 per hour depending on experience**

**Work performed:**

* Documenting and maintaining complete and accurate financial transactions in Sage 50 Canada
* Transferring data from Booking system into Sage 50 and other associated folders
* Reconcile bank and credit card statements
* Oversee all payroll functions including submitting payroll source deductions and ROE’s
* Submit government remittances due such as GST, WCB, EHT and PST.
* Develop cost-reduction opportunities and implement them into company policies and procedures
* Prepare all information for end of year and forward to accountants
* Maintain accounting systems for AP, AR, Commissions and Corporate/Fit Accounts. This includes providing information to/getting from new accounts
* Submit all forms and information regarding Company benefits plan
* Prepare all ROE’s and T4’s and submit
* Maintain records for project allocations and provide requested data of such to Owner and/or, Yearend Accountants
* Prepare and submit requested financials/management reports i.e., Balance sheet, Income statement, etc. to Owner, and/or Yearend Accountants
* Balance daily sales reports with cash rec’d, First Data and Fareharbor deposits
* Maintain all employee data files
* Prepare and submit monthly and annual Fees
* Cost and track all merchandise inventory

This job requires someone with a background in accounting or financial expertise.

You will also need to be highly organized and detail oriented.

**Coordinates with:**

* This role requires good team-working and communication with all departments, from front-desk and skippers to management team and the owner.