



FINANCE MANAGER

Position title:	Finance Manager
Reports to:	General Manager/Owner
Job Definition:	Manages all financial aspects of operations
Location:	Tofino & Ucluelet British Columbia, though some working from home will be considered.
Salary:	\$65,000-70,000 depending on experience

About Jamie's Whaling Station

Jamie's Whaling Station, nestled in the picturesque coastal communities of Tofino and Ucluelet on Vancouver Island, is a renowned eco-tourism company specializing in offering unforgettable marine adventures. With a history spanning over 40 years, we are committed to providing our guests with exceptional wildlife encounters and showcasing the pristine beauty of British Columbia's west coast.

Position Overview

We are seeking a highly organized, detail-oriented **Finance Manager** to oversee and maintain the overall financial health of our organization. In this role, you will manage all core financial operations, accounting workflows, payroll functions, and statutory compliance across our business operations based in Tofino and Ucluelet.

If you possess a strong background in accounting or financial expertise, excel in systems management, and enjoy driving efficiency through smart financial oversight, we welcome your application.

Key responsibilities

- Documenting and maintaining complete and accurate financial transactions using 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 GM, Owner and/or, Yearend Accountants
- Prepare and submit requested financials/management reports i.e., Balance sheet, Income statement, etc. to GM, Owner, and/or year-end 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

Qualifications

- Bachelor's degree in business administration, economics, commerce, or accounting, or comparable industry experience
- Exceptional organizational skills and high attention to detail.
- Proficiency with accounting software (Sage 50 Canada) and booking/merchant processing platforms (e.g., FareHarbor, First Data).

HOW TO APPLY

To apply, please submit your **resume** and a **cover letter** outlining your qualifications and why you are the ideal candidate for this position.

Email: gm@jamies.com

Subject Line: Finance Manager Application

We appreciate all interested applicants, however, only those selected for an interview will be contacted.