



CAREER OPPORTUNITY

ACCOUNTS PAYABLE ADMINISTRATOR

PERMANENT FULL TIME

Donalda Golf & Country Club, founded in 1960, is a prestigious year-round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are located in central Toronto and accessible by TTC.

Our caring and attentive staff members are focused on providing authentic hospitality and meaningful experiences to each and every member and guest. Our Club is a place where high expectations aren't just met they are exceeded by making our members and guests feel special.

We are seeking a dedicated, member service-oriented professional who is a team player with great interpersonal skills, strong attention to detail and a willingness to learn to join our Accounting team **as an Accounts Payable Administrator**. This is a permanent **full time salaried position with benefits**.

If you are passionate about hospitality and take pride in offering exceptional service, we would love to have you be a part of the Donalda team! Our staff members continue to aim higher and show they care about our members, guests and each other to ensure we achieve our goal of creating unforgettable service experiences.

Whether you are looking for career opportunities, job enrichment or a supportive work environment; and if you are ready for this challenge, then we are ready for you. Please "Apply Online" and tell us how you can contribute to our team's success.

POSITION SUMMARY

Reporting to the Director of Finance, the Accounts Payable Administrator is expected to have strong organizational skills, attention to detail, and be able to meet deadlines on a continuing basis. The successful candidate must also adhere to the confidential nature of the work involved in the Accounting Department. A positive and friendly attitude is your key to success.

RESPONSIBILITIES

- Full cycle accounts payable invoice and payment processing
- Code and enter high volume of invoices
- Process employee expense reports and credit card payments
- Process cheque, EFT and wire payments to suppliers
- Set up new vendors and maintain vendor files
- Reconcile vendor statements and respond to vendor inquiries
- Coordinate with internal departments to obtain invoice approvals

- Match invoices to purchase orders and receipts
- Assist in identifying opportunities to improve accounts payable process
- Other duties as assigned

QUALIFICATIONS:

- Completion of High School Education (Grade 12) minimum.
- Post-Secondary Education (Certificate) in Accounting program an asset.
- Related Accounting courses an asset
- Excellent accuracy and attention to detail required.
- Team player with a positive disposition.
- Strong interpersonal and organizational skills.
- Well groomed, mannerly, co-operative and outwardly friendly.
- Jonas Club Software experience preferred; but willingness to learn and master new software/technology
- Two (2) to three (3) years of previous experience in accounts payable preferred.
- Punctual and reliable.

CONTRACT TERMS

- Benefits: Medical after probation
- Pension
- Salaried
- Monday through Friday
- Complimentary duty meals
- Complimentary parking

Those individuals, who are interested in applying, please complete the Online Application form on our website at www.donaldclub.ca. Please do not send resumes without applying on our website.

No telephone calls please.

We thank all applicants for their interest and will only contact those selected for an interview.

Applicants who do not already have legal permission to work in Canada will not be considered.

Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process

