



The Golden Golf Club is a non-profit society and has been at its current location since 1985. Our Club includes an award winning 18-hole Golf Course, 42 site RV Park, Restaurant & Patio, Mini-Golf Course, and Driving Range. Sitting at the head of the Columbia Valley, the Golden Golf Club was built in a beautiful natural setting with spectacular views from every hole. The Golden Golf Club employs over 50 full time and part time staff within four departments: Pro Shop, Food and Beverage, Administration, and Maintenance. Our Team strives to provide excellent service and friendly hospitality to all of our Members and Guests. We are a Small Town Club with Big Time Golf.

After 21 years working at our Club, our current Office/Financial Manager is retiring in January 2022. Until this time, our current Office/Financial Manager will be training the Assistant Office/Financial Manager throughout 2021. It is the Club's intention for the Assistant Office/Financial Manager to assume the Office/Financial Manager position starting in January 2022. The Office/Financial Manager position is part of our Management Team which also includes our Director of Operations and Course Superintendent.

Key skills and experience we are looking for, but not limited to, are bookkeeping, administration, communication, payroll, team player, and above average computer skills.

Applicants will be shortlisted and only those chosen for interviews will be contacted.

To apply, please send your cover letter and resume to teeoff@golfgolden.com.

Application deadline: 2021-04-16

Expected start date: 2021-05-03

Job Types: Full-time, Permanent

Salary: Up to \$20.00 per hour for 2021

Job Description

OVERVIEW:

The Assistant Office/Financial Manager is responsible for providing administrative and financial support for both the Golf Course operation and the Board of Directors and reports directly to the Office/Financial Manager.

FINANCIAL:

- Assist with the preparation of all financial reports.
- Assist with Accounts Payable and Accounts Receivable, including vendor updates.
- Assist with auto debit and online payments, including the Club's Visa.
- Assists with recording and submitting all government taxes and fees.
- Assists with auditing all banking activities and daily sales.
- Assists with monthly Banking Reconciliations.
- Ensures the security and proper handling of on-site cash in conjunction with the Office/Financial Manager and the Director of Operations.
- Responsible for deposits and accounts payables for tournaments and Men's and Ladies night account.
- Assist with year-end financials

PAYROLL:

- Performs all duties relating to payroll including, but not limited to, paying staff, TD1 forms, T4 forms and ROE's in accordance with all provincial and federal legislation.
- Responsible for recording and submitting all Government source deductions.
- Responsible for maintaining all personnel records and files.

MEMBER ACCOUNTS AND RECORDS:

- Responsible for all aspects of membership accounts and records, including but not limited to payment, accuracy of information, contact info, Golf Canada registration, etc.
- Responsible for producing Membership Information Packs for New Members.
- Responsible for creation and maintenance of membership lists.
- Responsible for data base maintenance.

PERSONNEL RECORDS:

- Creates and maintains personnel files which include correspondence, job descriptions, contracts, performance reviews, etc.

BOARD ACTIVITIES:

- Assist with and prepares meeting agendas for the BOD meetings.
- Files meeting agendas, minutes and committee reports.
- Assists with the organization and administration of Membership Annual General Meeting and Special General Meetings.
- Responsible for the document production and mailings of General Meetings.
- Prepares Membership Summary

SYSTEMS MAINTENANCE:

- Responsible for the administration of contracts, licenses and leases for business software used by the Club. This includes in-house and internet-based software.
- Responsible for the administration and maintenance of the Clubs on-line Golf Canada handicap accounts.
- Responsible for the maintenance of the Club's emails accounts.
- Responsible for the maintenance and administration of the telephone system.

ADMINISTRATIVE:

- Assist with the administration, publishing and communication of Bylaw, Policies, Rules and Regulations.
- Assists with and prepares meeting agendas and minutes for the Management Team.
- Assists with the administration, oversight and monitoring of contracts, licenses and leases including Liquor Licence renewal.
- Responsible for reporting and maintaining complimentary passes.
- Responsible for mail duties (including relevant electronic mail).
- Ensures all necessary stationary and office supplies are in place for the administration office, Pro Shop, F & B and maintenance operation.
- Keeps current in the administrative skills required for the position.

COMPLIANCE POLICY AND PROCEDURE:

- Adheres to all Golden Golf Club policies, procedures and bylaws, including Health and Safety and Personal Information Privacy Act.
- Adheres to all applicable provincial legislation and regulations.
- Reports suspected non-compliance to appropriate supervisor or management.

PROFESSIONAL DEVELOPMENT:

- Maintains a high level of management and professional skills through seminars, courses or similar training.

OTHER:

- Assists with Pro Shop duties once a week (answering the phone, taking tee time and RV site bookings, helping at the counter, etc.).
- Maintains close cooperation with the Management Team.
- Performs all other duties as agreed by the Management Team