



Administrative & Bookkeeping Coordinator

Location: On-site at Club Office

Hours: 3 days per week

About Us

Burrard Yacht Club is in beautiful North Vancouver. We are an active volunteer-driven Club consisting of power and sailing vessels, with moorage and Clubhouse facilities.

The Role

We're hiring an organized, customer oriented Administrative & Bookkeeping Coordinator to handle day-to-day supervision of the Clubs' bookkeeping (AP/AR), member billing, account reconciliations, payroll support, and front-desk coverage. This role also provides operational coverage during the Office Manager's absences to ensure continuity of service. You'll report directly to the Office Manager and support the Treasurer in the accounting function and reporting.

Key Duties

- Process accounts payable and receivable, invoice coding, approvals and payment runs through our automated accounts payable software.
- Prepare member billing (dues, moorage, utilities, events) and monitor aging reports through our software applications.
- Perform monthly reconciliations and support monthly reporting and budget tracking
- Support payroll processing and statutory remittances (GST/PST, WCB)
- Maintain organized digital financial records and assist with audits and year-end prep
- Provide front-desk support: answer phones, respond to member inquiries etc
- Use and help improve the Club's financial, marina and payroll systems

Qualifications

- 3–5 years bookkeeping or accounting admin experience
- Experience with QBO, AP(QuadientAP by Beanworks preferred), AR and payroll systems
- Strong attention to detail and accuracy
- Excellent written and verbal communication and customer-service skills
- Proficient with Google Drive / office productivity tools
- Marina management software, nonprofit/membership experience an asset
- Professional, friendly, approachable demeanor

What We Offer

- On-site, part-time schedule (3 days/week) with a supportive team environment
- Hands-on role combining bookkeeping and member service

To Apply

Send resume and short cover letter to: office@burrardyachtclub.com with the subject line "Administrative & Bookkeeping Coordinator — Part-Time." Applications reviewed on receipt.