



Finance Assistant Accounts Payable

Tourism Vancouver has the best jobs in the city because *we are powered by people* and we are seeking a ***Finance Assistant, Accounts Payable*** to join our award-winning team.

Reporting to the Controller, the Finance Assistant is responsible for duties primarily related to Accounts Payable. The primary focus will be to ensure all aspects of the payment and purchasing cycle are accomplished in a timely and accurate manner. This role will support those duties related to Accounts Payable in the Finance department.

This is a junior to intermediate accounting position. The ideal candidate will have 2-3 years of experience in a similar role and enrolment in a CPA or CMA accounting program is preferred.

If you are very organized with outstanding time management, Excel and communication skills and have an eye for detail to make a contribution to the Tourism Vancouver team, please submit your cover letter and resume to by **Friday, December 7, 2018 to careers@tourismvancouver.com**