



Accounting Manager

Sunshine Marina is seeking an experienced and highly organized Accounting Manager to oversee the financial administration of our thriving marina operation. This is a full-time, year-round salaried position that plays a key role in maintaining accurate financial systems and supporting business decision-making. The new Accounting Manager will take over responsibilities from a long-standing Accounting Manager who is retiring. The outgoing rockstar will onboard the new candidate and will work closely with them to ensure smooth passing of the torch.

About Sunshine

Our epic lineup of operations has it all: charter houseboats, zippy motorized and chill non-motorized watercraft, a charming gift shop, a floating restaurant (yes, on the water!), a splash-worthy waterpark, boat moorage, mechanical services, and even a cozy little campground. With so much action, every team member has to bring their A-game, ready to juggle tasks like a pro.

The marina is located on Lake Kooconusa, 100 km from Cranbrook and 70 km from Fernie in beautiful Southeastern British Columbia. We pride ourselves on providing a fun environment with amazing customer service. If you enjoy being surrounded by sand, water, and a great team of people, you'll fit right in.

As a multi-department marina and tourism operation, we run several different revenue streams and move quickly during our busy season, making this a dynamic and collaborative workplace.

Terms of Employment

- Full Time Year Round Salaried Position
- Salary Range \$55,000 - \$75,000 depending on experience level
- Extended Health Benefits available after probationary period
- Must be legally available to work in Canada. We are unable to sponsor any applicants at this time.
- Crew Members are expected to reside on-site during their work week in Peak Season, unless they live nearby. Our accommodation options can be discussed with the interested applicants.
- Hybrid Work Structure - Onsite in Season (May-Oct), Offsite Remote in off season (Nov-Apr)
- Accommodation options are available and include site options, trailer options etc at the marina.

Perks

- Be part of a growing, multi-faceted marina and tourism business
- Work hard, play harder, and soak up the stunning scenery—it's like clocking in at vacation every day!
- Affordable Housing: We've got cozy, budget-friendly staff accommodations to make life easier.
- Roles at Sunshine Marina or other departments are up for grabs—great for couples or anyone who loves variety.
- Sweet Staff Discounts: Perks include deals on rentals, fuel, store goodies, and tasty bites at the cantina.
- Waterpark Access: Yep, you can enjoy the waterpark for free during special hours. Splash away!
- We Appreciate You: From parties to special events, we love celebrating our amazing team.

The Role

Financial Management

- Maintain the general ledger and chart of accounts
- Manage accounts payable and receivable
- Process payroll and maintain payroll records
- Perform monthly reconciliations for bank accounts, credit cards, and payment processors
- Monitor cash flow and maintain accurate financial records across multiple business divisions

Reporting & Compliance

- Prepare internal financial reports for management
- Assist with budgeting and financial planning
- Manage GST filings and tax compliance
- Prepare documentation and working papers for year-end accounting and audit
- Track inventory and business assets





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Systems & Process Oversight

- Maintain accounting software systems (QuickBooks or similar)
- Ensure integration between POS systems, booking systems, and accounting software
- Improve financial workflows and internal systems where needed

Administrative Support

- Assist with invoicing and customer account inquiries
- Maintain organized financial and operational documentation
- Support management with financial or administrative projects when needed

If the candidate does not have experience in one or more of the above areas, we are willing to invest in and train them to get there. Many of our roles develop and grow over time. Attitude and ability to grow are key!

Job Requirements

- 3+ Years of Bookkeeping and/or Accounting Experience
- 3+ Years of Administrative & Customer Service Experience
- Strong knowledge of QuickBooks Online or similar accounting software
- Experience with AP, AR, payroll, reconciliations, and reporting
- Experience with Google Suite and/or Microsoft 365
- Experience in tourism, hospitality, or seasonal businesses is considered an asset
- Accounting or bookkeeping education/certification is an asset
- Technologically Savvy - ability to jump in and learn new Software Programs
- Criminal Record Check
- Valid Driver's License

Soft Skills

- Independent and Collaborative: Enjoys working both independently and as part of a team to achieve shared goals.
- Adaptable to Complexity: Comfortable supporting a dynamic small business with multiple revenue streams.
- Ownership Mindset: Takes pride in their role, demonstrating initiative and strong problem-solving skills.
- Outgoing and Personable: Naturally engages with others to build strong relationships.
- Effective Communicator: Confident in interacting with people at all levels and in various settings.
- Adaptable: Thrives in dynamic environments, effectively managing changing demands on short notice.
- Resilient: Demonstrates ability to navigate high pressure situations and people while maintaining professionalism.
- Punctual: Consistently reliable and respectful of time commitments.
- Positive Attitude: Maintains a "Yes" mindset, fostering collaboration, respect and teamwork.
- Problem-Solver: Proactively identifies and resolves challenges with creative and people-considerate solutions.
- Strong Work Ethic: Dedicated and committed to achieving high-quality outcomes.
- Highly Organized: Skilled in managing tasks, priorities, and deadlines with efficiency, while maintaining strong attention to detail and accuracy in all aspects of work.

If you are an experienced accounting professional who enjoys working in a dynamic small-business environment with a unique seasonal rhythm, we would love to hear from you. Email your resume to employment@sunshinemarina.com and tell us why you would be a stellar crew member.

