



## AP/AR Accountant

### Who We Are

Tourism Richmond is the heartbeat of Richmond, BC's visitor economy — a bold, collaborative force showcasing everything that makes our city an unforgettable place to live, work, and explore. As a non-profit destination marketing organization, we work with local businesses, tourism leaders, and the City to promote Richmond as a must-visit part of Metro Vancouver.

Guided by our EPIC values — *Excellence, Passion, Integrity, and Collaboration* — we're not just promoting tourism; we're shaping its future.

### About The Role

The AP/AR Accountant requires a high level of accuracy and accountability to maintain the integrity of our financial records. This part-time position will be located at our Richmond office Monday to Thursday with a six hour workday. The range of pay we are offering is \$28 to \$31 per hour based on experience.

### What You Will Be Doing

- Manage accounts payable including processing purchase orders, invoices, and payments.
- Maintenance of the vendor master file in the accounting system, including updating of addresses and contacts of suppliers, as well as partners.
- Generate reports for Budget Holders and assist with invoice and GL queries as needed.
- Office administration duties, including filing and maintenance of accounting and other administrative paperwork, including expense reports.
- Performance of routine bank deposits for the organization, including maintaining a record of payments received, and recording payments in the accounting system.
- Assist in the preparation of the year-end audit.
- Other finance and administrative tasks as required.

### What You Will Bring

- 2+years' experience in general accounting, including accounts receivable, accounts payable, and monthly reconciliations.
- Prior experience using Sage 50 Accounting software and Beanworks would be considered a strong asset.

### What We Bring

- Collaborative and inclusive culture
- Opportunity to work for an innovative and award-winning organization
- Extended Health and Dental Benefits after 3-months
- Company wide holiday closure (Christmas to New Years)

### Application

If this role seems like the right fit for you, please apply to [sbeke@tourismrichmond.com](mailto:sbeke@tourismrichmond.com) with a cover letter and resume. Applications for this position will be accepted until 5PM PST March 27, 2026.

Tourism Richmond is committed to fostering a culture based on trust, collaboration, diversity, and inclusivity. We encourage candidates from all genders, ethnicities, cultural backgrounds, and sexual orientations to apply.