



## **Life is short, Work somewhere awesome!**

Position: Administration & Membership Coordinator

Facility: KenWo Golf Club

Location: New Minas, Nova Scotia

### *KenWo Golf Club*

KenWo Golf Club is one of Nova Scotia's premier golf courses located in New Minas Nova Scotia. The club was established in 1921 and has been a must play in the province ever since. The semi-private facility is well known for its friendly and welcoming atmosphere as can be attested to by the 625 Adult members and 150 junior members. Playing host to approximately 40,000 rounds of golf annually, the club is a fast-paced bustling environment where members and guests enjoy their social and leisure time while playing the great game of golf.

The club is looking to fill the position of Administration and Membership Coordinator to complete their management team. A full-time year-round position, the successful candidate will report directly to the Director of Golf & Operations. The role is responsible for managing the administrative aspects of the club including the overall financial reporting while also providing accurate information to the Management team and Board of Directors. This detail-oriented individual will be responsible for establishing and maintaining accounting principles, practices, and procedures as well as the preparation of financial statements.

The position requires a dual focus on both the administration and accounting requirements of the club such as Payroll, Accounts Payable and Accounts Receivable, bank deposits and reconciliations, along with a focus on the coordination of membership through the reconciliation of memberships, share issuances, wait list applications, initiation fees, club services, daily sales reconciliation for all departments.

### *Position Responsibilities*

- Answer calls, and in person requests re memberships
- Maintain accurate and up-to-date records of member and club information
- Whenever in doubt, you will be the go to person, if not to solve it, to help find someone who can
- Valuable administration link to all staff and membership
- Assists with onboarding new staff, in terms of POS and other relevant needs
- Preparing timely and accurate monthly financial statements for the Director of Golf and Board of Directors
- Assists Director of Golf with communication to membership

- Performing accounting functions including journal entries for bank transactions, loan payments, cost reallocations, bank reconciliations, credit card reconciliations.
- Preparing and distributing materials for monthly Board Meetings and Annual General Meeting of Membership
- Maintain and reconcile various membership related files and documents including membership renewals, share purchases, initiation fees, etc
- Responsible for monthly account billing and payments for members and in-house accounts
- Monitoring procedures relevant to accounting, accounts payable, accounts receivable, inventory.
- Ensure compliance with Canada Revenue Agency
- Implementation and management of internal controls with respect to financial policies, processes and procedures.
- Preparing yearend audit files for annual review engagement
- Prepare T4's and ROEs for all employees
- Responsible for taking minutes at meetings as directed by the Director of Golf
- Ability to set priorities, meet deadlines, exercise independent judgement, and manage confidential and sensitive information and records

### *Professional Requirements*

- Excellent interpersonal skills, confident and personable
- Exceptional attention to detail, time management and reasoning skills
- Strong systems skills, specifically Microsoft Office with a focus on Excel and Word
- Previous experience with Simply Accounting considered an asset
- Excellent oral and written communication skills

### *Personal Attributes*

- Demonstrate an ability to interact effectively with a variety of personalities and resolve conflict when necessary
- Professional appearance and demeanor, positive and proactive attitude, demonstrates the following attributes: flexibility, dependability and a high level of team orientation and customer service orientation.
- Works well in a fast-paced environment
- Strong time management, office administration and organizational skills.
- Shows ambition and takes initiative
- Ethical, honest and trustworthy

### *Compensation & Benefits*

- Base Salary range of \$50,000 - \$60,000 (commensurate with experience)
- 3 week's paid vacation
- RRSP Contribution
- Health Benefits Package
- Professional Development allowance
- Cell Phone allowance
- Family Golf Playing Privileges
- Flexible work schedule – 37.5-hour work week

## *Other Benefits*

- Opportunity to work at a mature, financially sound, and forward-thinking facility
- Join a team of highly engaged and motivated golf industry professionals who strive to provide members and guests with a best-in-class golf and member experience
- Become part of a vibrant, fun, energetic and engaging membership facility

## *Application*

If you are interested in joining Team KenWo, please submit your cover letter and resume to Rene MacKay – KenWo Director of Golf & Operations – at [rmackay@kenwo.ca](mailto:rmackay@kenwo.ca) Please use heading “Administration & Membership Coordinator” in your email.

We thank all applicants for their interest in this position and ensure that your interest will be held in confidence. Only those being considered for an interview will be contacted.

*Closing Date for Application:* Accepting until December 6<sup>th</sup>, 2024

*Start Date:* January 6<sup>th</sup>, 2025

**KenWo Golf Club**  
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