



PHANTOM CREEK
ESTATES

Junior Accountant – Phantom Creek Estates

At Phantom Creek we have created an exclusive brand experience for our guests to enjoy exceptional wine and a meal with breathtaking views in the heart of Oliver, B.C. We pride ourselves in delivering best in class service through strong culture of collaboration and communication with our diverse team members, a winning attitude and passionate about leaving a legacy.

Who we are?

Phantom Creek represents the vision of the Bai family to build one of the leading wineries in Canada. It was a quest that led them to the Black Sage Bench and two of the Okanagan's historic vineyards: Phantom Creek and Becker Vineyards. Today, Phantom Creek focuses on single-vineyard Bordeaux reds, Alsatian whites, and the Okanagan's benchmark varieties of Viognier and Syrah from storied vineyard sites. Led by the tireless efforts of our vineyard team, our estate vineyards are farmed naturally, organically, and biodynamically. All overseen by Olivier Humbrecht, Frances first Master of Wine.

Overview

Reporting to the Finance Director, the Junior Accountant will provide support to the Finance department by performing detailed daily tasks such as accounts payable, accounts receivable, daily bank transactions, reconciliations, and correspondence with third party vendors and suppliers.

Job Responsibilities

- Process Accounts Payable and monthly payment cycle
- Process Account Receivables, billing, posting and, bank deposits etc.
- Process employee expenses on a bi-weekly payment cycle
- Daily monitoring and recording of bank transactions
- Deposit cheques with the bank and recording bank deposits in accounting system
- Prepare bank reconciliations in accounting system
- Assist with accounting month end journal entries and processing GL transactions as required to support financial reporting.
- Assist with the preparation of month end reconciliations
- Support other finance team members as necessary
- Assist with other ad hoc activities and reporting as assigned
- Assist with all other finance duties as required

Job Qualifications

- Minimum of 2 years' basic accounting experience
- Strong attention to detail and interpersonal skills



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- Strong time management, communication, and organizational skills.
- Self - motivated individual; flexible and adaptable.
- Computer literacy with skills in Microsoft Excel and Word
- Ability to work independently
- Impeccable verbal and written communication skills with deep empathy in a customer service role.
- Additional language offerings considered an asset

Candidates must hold eligibility to work in Canada.

To gain more information about us, please visit www.phantomcreekestates.com. To apply, please forward your up-to-date resume to careers@phantomcreekestates.com