



1350 Mountain Road  
Thunder Bay, ON  
P7J 1C2  
Office: (807) 475 – 8925  
Pro Shop: (807) 475 - 4721

---

**Job Title:** Accounts Manager

**Location:** Fort William Golf & Country Club

**Salary Range:** \$28 - \$36 per hour (dependent upon experience)

**Contract Type:** Seasonal Contract Full-time (April – December)

### **About Us**

Fort William Golf & Country Club is a prestigious private members' golf club with a proud history and a welcoming community of members. Our team is dedicated to delivering excellence across every part of the club — from the course and clubhouse to our back-office operations.

We are now seeking a detail-oriented and reliable Accounts Manager to join our small & friendly administration team and support the smooth running of the club's administration processes.

### **The Role**

The Accounts Manager will play an essential role in maintaining accurate financial records and ensuring the efficient management of Members accounts. Working closely with the General Manager and stakeholders, you'll oversee day-to-day accounting tasks, process invoices and payments, and support membership billing and reporting. This is a full time seasonal role that provides flexibility during the off season.

### **Key Responsibilities:**

- Process and reconcile purchase and sales invoices, credit notes, and supplier statements.
- Manage event billing and collections.
- Manage the Clubs Point of sale system with support from the General Manager.
- Manage membership billing, subscriptions, and monthly collections.
- Assist with bank reconciliations, petty cash, and support with daily cashing-up records from the bar and catering operations.

- Prepare and process weekly and monthly payment runs.
- Support the preparation of monthly management accounts and financial reports.
- Maintain accurate and organised financial filing systems.
- Liaise with suppliers, members, and internal departments to resolve any finance-related queries.
- Support the club's administration with general office duties as required.

**About You:**

- Previous experience in an accounts or finance administration role (hospitality or club environment desirable but not essential).
- Strong attention to detail and excellent organisational skills.
- Proficient in Microsoft Office (particularly Excel) and comfortable using accounting software such as Sage, Xero, or QuickBooks.
- A confident communicator who can build good relationships with colleagues and members.
- Self-motivated with the ability to manage workload and meet deadlines.
- Bookkeeping qualification (or working towards) is an advantage but not essential.

**What We Offer:**

- Competitive salary dependent on experience
- Supportive and friendly working environment within a respected members' club
- Staff discount on meals and use of club facilities (as agreed)

**Application deadline: March 15<sup>th</sup> 2026**

If you're a proactive and dependable professional with a passion for accuracy and service, we'd love to hear from you. Please send your CV and a short covering letter to the Clubs, General Manager, Michael Bruce email: [manager@fwcc.ca](mailto:manager@fwcc.ca).