

## **Resort Accountant**

### **Role Summary**

Reporting to the Director of Finance & Accounting, the Resort Accountant is responsible for performing accounting functions related to the areas of account balancing, ledger reconciliation, reporting and discrepancy resolution.

### **Accountabilities**

- Assist with accounts payable, accounts receivable and cashier duties
- Prepare, maintain, audit and distribute statistical, financial, accounting and auditing reports, ensuring profit and loss accuracy
- Organize, secure and maintain all files, records, cash and cash equivalent in accordance with policies and procedures
- Reconciliation and audit of daily revenues and adjustments posted
- Review, reconcile and process credit card transactions
- Monitor weekly and monthly productivity
- Complete month end, quarterly and annual audits tracing deficiencies for follow-up
- Monitor and audit gift certificates and incentive redemption activity
- Assist with annual budget compilation and export to accounting system
- Liaison between accounting and other departments at the resort
- Record, store, access and/or analyze computerized financial information
- Maintain confidentiality of proprietary materials and information
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working
- Assist with annual budget process that includes planning, preparation of schedules and export
- Enter and locate work-related information using computers and/or point of sale systems
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Requirements**

- Minimum 3 years of previous accounting and/or finance experience
- Post-secondary degree, certificate, diploma, or certification in accounting or finance
- CPA designation or working towards
- Previous experience in hospitality an asset
- Strong computer skills including proficiency using Microsoft programs (Excel, Word, Outlook)
- Experience using Accounting/Bookkeeping software, mapping and other point of sale system
- Strong oral and written communication skills
- Ability to multi-task and prioritize tasks according to work volume
- Ability to work well independently and in a team environment

**Working Conditions**

- Stand, sit or walk for an extended period of time or for an entire shift
- Ability to lift a minimum of 20 pounds
- Must be able to work flexible hours including evenings, weekends and holidays

JW Marriott The Rosseau Muskoka Resort & Spa is an equal opportunity employer committed to hiring a diverse workforce. Upon request by the applicant, accommodation options will be available in the local area.