



Chateau Victoria

HOTEL & SUITES

POSITION: Accounting Assistant

Reporting to the Controller, the Accounting Assistant will be an organized, team player with a strong attention for detail. They will be responsible for maintaining all financial records, managing accounts payable, auditing daily sales, as well as monthly journal entries and balance sheet reconciliations. This is a permanent role, with 40 hours per week, Monday through to Friday.

Main duties include:

- Review and balance daily cash and credit card deposits
- Research and respond to guest billing inquiries
- Review, code, and process accounts payable
- Verify, process, and reconcile corporate credit card purchases
- Prepare and post monthly journal entries
- Maintain monthly account reconciliations and schedules
- Reconcile and prepare sales tax returns
- Maintain accounts receivable ledger
- Assist financial Controller as required with special reporting and projects as needed

Qualifications and skills:

- Completion of an accounting certificate program (or CPA enrolled student)
- Experience with Microsoft Dynamics GP preferred
- Strong knowledge of Microsoft Excel (Pivot Tables, formulas etc.)
- Good verbal and written communication skills.
- Demonstrated analytical, and problem-solving skills
- Detail orientated and organized
- Able to work independently and as part of a small team
- 2 years experience in a hotel or similar position an asset

Working in a friendly office environment where employees are both valued and supported. We offer competitive wages, comprehensive benefits package, flexible hours, employee discounts, and opportunities for professional development.

Please direct resume and cover letter directly to Kim Starling, HR Manager:
kstarling@chateauvictoria.com

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