



JOB DESCRIPTION – Part Time Accounting Clerk

Walnut Beach Resort is full-service strata resort with 112 guest rooms and suites located on Osoyoos Lake in the South Okanagan wine region.

*Walnut Beach Resort is committed to ensuring each position in our company is treated equally and with the utmost importance. We value the inclusion & diversity of our employees and want each of them to experience a welcoming atmosphere that delivers respect, compassion and professionalism. We believe that inclusion & diversity **create memorable experiences** for both our associates and guests during their time at The Walnut Beach Resort.*

JOB SUMMARY

Responsible for assisting the Accounting & Hotel Administrator with Daily Cash Reconciliation, Accounts Payable, Accounts Receivable and end of Month/Year.

JOB RESPONSIBILITIES

- Accounts Payable
- Accounts Receivable
- Collection of daily cash deposits and reconcile to Room Key & Squirrel report;
- Prepare cash deposit;
- Review guest ledger and city ledger;
- Ensure that invoices are correct and that they are forwarded to clients according to Atlific Accounting SOPs;
- Ensure timely collection of accounts according to Atlific Accounting SOPs;
- Post payments to A/R ledger;
- Reduce and respond to credit card charge backs;
- Document credit and collection;
- Respond to customer inquiries concerning payments, credit cards, and requests for copies of bills, etc.;
- Create, charge and close various corporate house accounts;
- Code, enter and track trade accounts payable invoices under Atlific Accounting SOP's;
- Monitor and track Promo's in Excel spreadsheet and forward reports to Accounting, Hotel Administrator daily.
- Participate in month end inventories, cash floats
- Assist with telephone enquiries from Rental Pool Owner (HOA), out of Rental Pool Owners.
- Comply with proper security, fire regulation, and health and safety policies.

Other special projects as assigned by the Accounting, Hotel Administrator and / or General Manager.



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REQUIRED QUALIFICATIONS

- Relevant education and experience;
- Energetic, flexible, hands-on individual with initiative and integrity;
- Efficient, effective, work well under pressure, independently and as a member of a team;
- Ability to meet deadlines in a fast-paced work environment;
- Strong written and verbal communication skills;
- Advanced knowledge of and experience in accounting software, Microsoft Excel, Word, and network systems;
- Demonstrated ability to manage cost controls/labor effectively.

Experience:

Work remotely: No

Job Types: Part-time (internal candidates will return to present position at the resort at completion of the seasonal position) - Flexibility with work schedule

****Walnut Beach Resort will only consider candidates who currently possess the legal right to work in Canada. Applicants must be Canadian Citizens, Permanent Residents, or be in active possession of an Open Work Permit and valid Social Insurance Number. Walnut Beach Resort is unable to sponsor international applicants.***

Weekdays, Weekend availability due to month, requirements of hotel operations