



Harrison Hot Springs Resort is currently recruiting for the position of **Accounting Manager**.

About our company:

Harrison Hot Springs and the Eastern Fraser Valley is a beautiful place to live, work and play. We would love to have you join our amazing team and share the high quality of life that we have come to enjoy.

At Harrison Hot Springs Resort, our guests discover a location unlike any other destination in the world. We know the care and customer service we offer our guests leads to special experiences for them. We endeavour to exceed guest expectations and deliver outstanding products and hospitality services. Even though we welcome thousands of guests each year, we will focus on individuals and what we can do to make them feel like they are at home.

Overlooking Harrison Lake, the Harrison Hot Springs Resort offers the following amenities: five mineral hot springs pools, the Healing Springs Spa, three restaurants and a coffee bar, extensive banquet and catering options, Resort Golf Course and Resort Marina.

POSITION SUMMARY:

Oversee the financial wellbeing of the resort. Directs organizational and financial planning and reporting, accounting practices, by performing the following duties personally or through support managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A senior member of the Leadership Team, reporting directly to the Resort GM.
- Monitor and supervise the daily routines of the accounting department to ensure smooth, effective and efficient daily work practices
- Manage month-end accounting processes including general ledger account reconciliations, and monitor accruals and prepayments.
- Post all batches and journals in Sage.
- PST and GST remittances.
- Check the payroll register for accuracy.
- Finalize payroll journal and upload into Sage.
- Analyze hotel performance versus budget and investigate variances as required.
- Reconcile all bank accounts balances with the book balances.

- Upload revenue journal into Sage upon completion of main disbursement bank reconciliation.
- Manage all wire transfers as directed by ownership via the GM.
- Preparation of Financial Reports (Month-End's, Year-End's).
- Monitor operational expenditures in conjunction with approved budget.
- Ensure that all appropriate reports are sent to the head office on time.
- Responsible for the correctness of the account coding, nature and completeness and then recording revenues and expenditures.
- Assist and maintain a system of internal controls and accounting which provides the most effective control over hotel assets, liabilities, revenues and expenditures. Report any control deficiency to the General Manager.
- Establish and maintain a proper filing system for all documents relating to Capital Purchases (FF&E and renovations) and process capital requests and ensure that all capital requests are approved before purchases and renovation process starts.
- Post assets in Premier Depreciation and create depreciation journal.
- Ensure that all accounting procedures comply with corporate policies and procedures.
- Assist Financial Controller with forecasting, annual budgets, financial analysis and project proposals.
- Ensure that usual and exceptional purchases are approved consistent with the budgeting and forecasting processes.
- Ensure that effective system of purchasing, receiving, and control of supplies is in place at all times.
- Ensure that all hotel contracts have proper authorization, negotiations for renewal and are properly filed and are easily available for corporate review.
- Ensure that all internal audit requirements are met.
- Completion of all surveys issued by various government agencies.
- Participate in Departmental Head meetings and in Manager on Duty shifts.
- Some stress resulting from daily guest interactions (internal and external), budgetary, and time constraints.
- Other job related duties may be assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Related university degree, college diploma or enrolled in CGA/CMA program and completed at least level 3 or equivalent.
- At least 3 years' experience in a similar position, preferably in the hotel industry.
- Strong computer skills – Microsoft Office (i.e. Excel), Property Management Systems (PMS), and hospitality related accounting software (i.e. Sage), Payroll programs (i.e. Avanti).
- Previous experience managing unionized employees an asset.
- Excellent communication and organizational skills, interpersonal skills, a proven team player, shows initiative, attention to detail and customer service oriented.
- Ability to prepare requested reports and documentation as required.
- Strong accounting, financial, and analytical skills are essential.
- Being multi lingual is an asset.
- Flexibility in working hours to accommodate resort business requirements.

Interested, qualified candidates are invited to submit their resume and cover letter to hshr@harrisonresort.com or facsimile at 604-796-4712.

We thank all candidates in advance for your interest in our resort; however, only those qualified candidates will be contacted.

Check us out online at www.harrisonresort.com.