

Mountain Park LODGES

AMETHYST LOBSTICK MARMOT
POCAHONTAS CABINS CHATEAU JASPER

POSITION: Seasonal Accounting Clerk

Hourly Rate: Based on Experience

QUALIFICATIONS:

- Minimum Grade 12 education
- Previous accounting experience an asset
- Excellent interpersonal and communication skills are essential
- Must possess a working knowledge of various computer software, including word processing, spreadsheet and database programs
- Must have ability to pay close attention to detail when completing tasks
- Must be bondable.
- Must be able to work in a confidential environment.
- Must be able to accept direction and work with a minimum of supervision.
- Must possess the desire to work as a part of a team and work with others to accomplish a common goal.
- Previous front desk/night audit experience an asset

RESPONSIBILITIES:

- Collect deposits envelopes from various company safes daily.
- Verify that all deposits are accounted for during collection process.
- Ensure that prescribed security measures are adhered to while handling company funds.
- Opening and accurately recording the content of cashier deposit envelopes on daily cash reconciliation forms.
- Verifying and cross-balancing deposit receipts from envelopes to daily reconciliations forms.
- Calculating cashier shortage notices when necessary.
- Issuing and collecting cashier shortage notices when necessary.
- Maintaining a record of all individual cash shortages and payments.
- Calculating and preparing cashier due-backs on a daily basis.
- Issuing due-backs to staff members.
- Verify and balance all daily credit card deposits.
- Ensure that credit card terminals are properly supplied and maintained.
- Delivery of cash deposits to the bank daily.
- Maintain the internal filing system of cash and revenue materials used in the calculation of daily cash deposits.
- Reporting any cash variances, discrepancies or other concerns to the Accountant immediately.
- Other responsibilities assigned.