

Career Opportunity

Title	General Accountant
Wages	Competitive salary
Job Types	Full Time / Permanent
Department	Accounting

Position Summary:

We are looking for a dynamic individual who will be a key member of the Accounting and finance team. Assisting in all areas of the full cycle process including financial statement preparation, Accounts Payable, Accounts receivable, Payroll and Inventory. The General Accountant will be responsible for the adherence and enforcement of internal controls for all business areas.

Key Accountabilities:

- Preparing financials periodic financial statements for monthly, quarterly and annual requirements
- Overseeing timely and accurate processing of all accounts payable and receivable
- Assist in improving the AR/AP process, identifying area of improvement
- Assist in annual external audits by preparing working papers and responding to requests from auditors
- Complete and review accounting transactions, prepare reconciliations and supporting working papers.
- Reconciles all departmental cash floats and assists with gratuities allocation spreadsheets
- Reconciles departmental credit and debit card transactions.
- Assist with accruals and General Ledger journals entries, ensure they are recorded in a timely and accurate manner to facilitate GL close
- Manage other initiatives or duties as required

Performs other job-related duties as assigned or required:

- Collaborate with F&B Manager and Executive Chef to maintain proper F&B costing
- Mentor and coach junior team members
- Respond to stakeholder and vendor queries on a timely basis and resolve any outstanding issues
- Maintain an orderly accounting filing system
- Manage other initiatives as required

Education and Minimum Qualification Requirements

- Excellent communication skills both written and verbal
- Computer literacy in MS Office, particularly strong Excel skills; Sage Accounting or other computer based accounting experience an asset
- Knowledge of GAAP
- **Minimum 2 years of experience in accounting**
- Willingness to learn and be a team player
- Knowledge of and experience in hotel/casino hospitality industry is preferred

Ability to commute/relocate

Kananaskis, AB: reliably commute or plan to relocate before starting work (preferred)

Benefits

- Dental care
- Discounted or free food
- Extended health care
- Flexible schedule
- Life insurance
- On-site parking
- Tuition reimbursement

Join our team and help shape the marketing success of Stoney Nakoda Resort! Apply today and be part of an exciting, dynamic environment.

Please submit resume and cover letter to: Stoney Nakoda Resort
by email at careers@stoneynakodaresort.com, or in person at 888 Nakoda Way, Kananaskis