STONEY NAKODA RESORT

Open date: November 2026
Close date: Nov 30, 2026

Career Opportunity

Title	General Accountant (Maternity Leave Coverage)
Wages	$60,000 - $65,000 per annum.
Job Types	Full Time / Coverage up to 13 Months
Department	Accounting
Reports To	Financial Controller
Start Date:	Immediately

Position Summary:

We are seeking a dynamic, detail-oriented, and motivated individual to join our Accounting and Finance team as a **General Accountant** for a 13-month maternity leave coverage. The successful candidate will play an important role in supporting the organization's financial operations and ensuring the accuracy and integrity of financial records. This position will assist with all aspects of the full accounting cycle, including financial statement preparation, Accounts Payable, Accounts Receivable, Payroll, and Inventory management. The ideal candidate will be organized, analytical, and capable of managing multiple priorities while maintaining a high level of accuracy, confidentiality, and professionalism.

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

- Group Benefits include:
  - Dental care
  - Extended health care
  - Life insurance
- Flexible schedule
- On-site parking
- Tuition Reimbursement
- Staff Food Discount

Please submit resume and cover letter to:
By email at careers@stoneynakodaresort.com, in person at 888 Nakoda Way, Kananaskis, AB or check out our Website at https://www.stoneynakodaresort.com/careers