



**Position Title:** Accounting Clerk  
**Position reports to:** Controller  
**Salary:** \$ 39,520 annually  
**Employment:** Year-round, Full Time, Benefits

Fox Harb'r Resort is a 5 Star 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**General Description:** The Inventory / Accounting Clerk controls the accounting processes of all the inventory received for the Resort retail sales departments and is the Property Management System (Resort Suites) Administrator (front end). This role performs regular inventory counts and audits, manages the purchase order system through the accounting processes; orders supplies as assigned; produces inventory reports; works closely with F&B Manager to set up menu and modifier changes as required; keeps inventory platforms up-to-date (including POS); makes all necessary changes within Resort Suite platform for menus and inventory practices; is the Front end - Resort Suites "super user" – first line of assistance to team members when issue or questions require attention for any platform performance issues; applies accounting applications to inventory (ie Annual Audit Review, etc.; Discrepancy Reporting). An active member of the Accounting team, the Inventory/Accounting Clerk assists as necessary in month end and other accounting functions.

**Qualifications & Requirements:**

- Strong confidentiality values
- Multi-tasker
- Detail oriented and organized
- Effective Communicator
- Organized approach to workload
- Ability to prioritize tasks
- Ability to meet deadlines
- Adaptable and flexible
- Dependable and Reliable

**Responsibilities:**

- Responsible for the receiving of all retail inventory (Golf, Spa Retail, Sport Shooting, In-suite Refreshment, Guest Service Products). Checking items as they arrive and receiving items into Resort Suite.
  - a. Creating items for F&B in RS before they can be entered in PO in RS.
  - b. Inform managers of any discrepancies or changes in cost.
  - c. Coding of all invoices for retail items and distribute to Payables for payment.
- Create Purchase Orders in the system for F&B or other departments that the deliveries arriving that pertain to retail and no PO has been created.
- Verify non-received PO's to determine why it hasn't been received or if the inventory has been delivered to another building on-site.
- Process all ordering of products for In-suite Refreshments.
- Order all complimentary water (entire Resort), using established Par's required by departments.
- Ensure all Member wine/spirts ordering is coded properly, billed to member and secure in F&B and Sporting Lodge special lockers.
- Execute (with representative departmental team member(s)) all inventory counts.
  - a. Retail inventories are done beginning, middle, and end of season.

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



**FOX HARB'R**  
RESORT

- b. Golf Inventory counted with Golf Pro.
  - c. Spa inventory counted without departmental representative.
  - d. FB inventory (NA Bev, Beer, Spirits, Wine, Sundries) is counted monthly.
- Enter all Inventory counts and variance reports for all management.
- Execute required recounts and recount entries.
- Create labels for all retail inventory
  - a. item ID #, Item Name and selling price to match RS description and pricing for every department.
  - b. Updating labeling program with all new items and pricing as item(s) received.
- Programming for Resort Suites
  - a. Setup each new menu item(s) needed (work with F&B Manager and Executive Chef & Dir. F&B).
  - b. Ensure all items have the correct charge code so that revenue for any sales lands in the correct GL for every department.
  - c. Each item needs the correct category and selling price.
  - d. All F&B items need to be created in two modules. F&B and Catering.
  - e. Most food items need to be setup to print to one of the kitchen printers.
  - f. Create modifiers and add to proper menu (temp, sides, choices, etc...)
  - g. Front end updating as necessary.
- Create drinks for F&B and set up in Point of Sale (POS).
  - a. Drinks need a recipe (update recipes as required) which pulls from the actual bottle created in RS and received into RS.
  - b. Calculate the percentage used from the whole bottle.
  - c. Each drink items need to be setup to print to the proper bar printer.
  - d. Ensure all items have the proper charge code attached.
- Make sure all menu changes for each department are updated in Resort Suites
- Pass along any menu changes President's office for EA website updating.
- Creation new food items with costs (update as required) in Optimum Control.
- Create new vendors for all departments in RS (as requested) – provide them with a process to ensure that all pertinent information is provided.
- Calculate costs for Sales & Promo Catering Functions for month end adjustments to expenses
- Enter all adjustments of inventory for all departments daily via Transfers.
  - a. All transfers are then coded to the proper GL and with costs to be entered as a journal entry into Sage by Sr. Accounting Clerk.
- Code all Food invoices that are direct payment from our bank.
  - a. Break down to separate food from suppliers when the bank entry is created for this payment.
  - b. Create PO and receive any Sundries or non applicable Bev inventory that may arrive with these orders.
- Collect the Food & Beverage invoices from the kitchen to code for Accounts Payable.
- Collect receipts from staff that picked up and paid for inventory items.
  - a. Ensure items are properly received and staff member are reimbursed by coding and giving invoices to Accounts Payable.
  - b. Verify if any receiving or purchase is in the count but not in the GL or vice versa.
  - c. Create Coversheet and enter journal entry.
- Lead the Audit review investigation twice yearly (re Inventory).
  - a. Pull all backup for inventory related audit requests.
  - b. Gather costs of Sales audit requests.
  - c. Accompany Auditor for sample item counts throughout the Resort.

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



- Assist and support Controller (ie pull tickets from night audit, pull sales or costs reports for certain dates, invoices copies for members, check bank for credit card transactions for credit card reconciliation, etc.).
- Other duties are requested.

**At Fox Harb'r Resort, we know every employee is a valued part of the team.**

**Our benefits include:**

- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.