



**Position Title:** Accounting Clerk  
**Position reports to:** Controller  
**Salary:** \$ 19.00 per hour / benefits  
**Employment:** Full Time / Year round

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 Accounting Clerk performs duties of an Accounts Payable clerk including but not limited to, entering & verify invoices, reconcile and recording expenses, as well as, providing financial accounting support to the Controller (and other colleagues to a lesser degree) within the department. Clerk must be well versed in QuickBooks.

### **Qualifications**

- Enthusiastic and energetic
- Strong confidentiality values
- Accounting acumen
- Multi-tasker
- Detail oriented and organized
- Strong ethics (do the right thing)
- Effective Communicator
- Ability to meet deadlines
- Adaptable and flexible
- Dependable and Reliable
- Experience with QuickBooks & Microsoft Excel.
- Accounting clerk experience

### **Responsibilities:**

- Other duties are requested.
- Receive invoices and receipts sent by email (print for processing, save a copy to attach to entry)
  - Enter invoices and receipts into QuickBooks ensuring payment terms are correct and invoice calculations (totals) are correct
- Post daily sales from Square
- Enter journal entries as needed
- Bank Reconciliation
- Reconcile clearing accounts
- Check each statement to ensure there are no outstanding invoices. If a statement has an outstanding item, reach out to vendor for missing invoices
- Reconcile Visa statement
  - Collect Visa receipts from each cardholder throughout the month and hold in file
  - At the end of the month print statement and reconcile
  - Record receipts & payment in QuickBooks

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.



- Cash Deposit Journal Entries (sent by email)
  - Code and enter each transaction to and from the cash box
- Perform cash box counts (month end)
- AP Ledger Reconciliation (month end)
- Send AR Ledger weekly to subsidiary company
- Participate in Month End review and analysis – w/Controller
  - Print and review each department's P&L statement
  - Investigate over/under budget accounts
- Help with annual audit backup discovery. Find, scan, save the audit requests
- Other duties as required

**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

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