



INTERNAL JOB OPPORTUNITY

HOTEL ACCOUNTANT – TEAM LEADER

HOTEL ACCOUNTANT BASIC RESPONSIBILITIES:

Responsible for the set-up and management of the accounting system for two limited service hotels across Canada. Specific responsibilities will include:

- The preparation of monthly financial statements (income statement, balance sheet and cash flow), in accordance with established standards, within 5 days of month end.
- Preparation, in consultation with the Hotel GM, of the monthly variance report for each hotel.
- Assist the General Manager with the preparation of the annual budget and forecasts.
- Creation of the chart of accounts, banking and vendor accounts and financial statements using Accpac for Windows
- Preparing Bank reconciliations and performing accounts payable functions
- Conducting Month end reviews with the Hotel General Manager and liaising with the Management, Owners and Head Office staff regarding accounting related issues.
- Complete working paper file in accordance with established standards to support balance sheet and income statement accounts for month end review by accounting supervisor or corporate controller.
- Preparation of year end review file in accordance with established standards.

TEAM LEADER RESPONSIBILITIES:

- Engages and motivates team to achieve team and department goals
- Meets regularly with team
- Takes questions and coordinates work within team
- Reallocates work within team if necessary
- Ensure proper balance of work within team
- Recommends training for Accounting Associates to Manager – Hotel Accounting to adequately meet the needs of the team

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of ACCPAC and Excel considered an asset
- Excellent customer service skills
- Knowledge of hotel accounting systems and procedures an asset
- Exceptional analytical ability.
- Excellent written and verbal communication skills.
- Required to use discretion in dealing with confidential information.
- Proven leadership considered an asset

If you are interested in applying for, or learning more about, the aforementioned position please send a letter of interest to Corporate Human Resources:

Human Resources Pacrim Hospitality Services Inc.

30 Damascus Rd, Suite 201, Bedford, Nova Scotia, B4A 0C1

Or fax to: 902.457-3277 Or Email: hr@pacrimhospitality.com

Deadline for Applications: Friday, September 12, 2008