



**ACCOUNTING MANAGER  
INTERNAL JOB OPPORTUNITY  
BEDFORD, NOVA SCOTIA**

Pacrim Hospitality Services Inc. (PHSI) is one of Canada's leading, privately-owned hotel management companies with a portfolio of 59 hotels totaling more than 3,700 hotel rooms and suites throughout Canada and the United States. We manage some of the most recognized brands in the industry including; Holiday Inn Express, Radisson Suites, Hampton Inn, Crowne Plaza, Embassy, Wingate Inn and Super 8.

This is an excellent opportunity for a seasoned accounting professional to join a growing team. Pacrim offers its employees competitive pay and benefits, paid training & development opportunities, hotel discounts and travel opportunities.

This accounting manager will report directly to the Senior Accounting Manager and will be responsible for supporting the team leaders and their teams.

**Basic Responsibilities:**

- Engages and motivates the teams to ensure hotel financial statements are completed in accordance with established procedures and timelines
- Establishes team goals and objectives in conjunction with team leaders
- Performs semi-annual employee performance and development reviews for team leaders and hotel accountants.
- Performance management (as required) of the team, in consultation with the Senior Manager and Corporate Controller
- File reviews of monthly working papers and assist in preparation of statement of cash flows
- Other special projects required as needed

**Skills, Abilities and Qualifications:**

- Undergraduate degree and minimum 3 years accounting related experience
- Preference will be given to those candidates who currently hold a professional designation or are working towards attaining one.
- Minimum 5 years accounting related experience.
- Supervisory/management experience considered an asset.
- Strong technical skills and knowledge of hospitality accounting considered an asset
- Exceptional organizational and time management skills
- Superior interpersonal and communication skills
- Skilled project leader with ability to foresee potential issues and a desire to put immediate resolutions in place
- Ability to work in a team environment
- A thorough knowledge of office software programs including Microsoft Word for Windows and Excel
- Knowledge Accpac considered an asset.

**If you are interested in the above mentioned position please submit your cover letter and resume to:**

**Human Resources  
Pacrim Hospitality Services  
Suite 201, 30 Damascus Rd  
Bedford, Nova Scotia B4A 2T4  
Fax: (902) 457-3277  
Email: [accountinghr@pacrimhospitality.com](mailto:accountinghr@pacrimhospitality.com)**

**DEADLINE FOR APPLICATIONS: Wednesday, November 5<sup>th</sup>, 2008**