



## **Accountant**

### **Job Description**

Our hospitality group consisting of Retro Suites Hotel, Events + Catering, Chilled Cork, Loaded 2 Go, Food Truck and Retro Fun House is an exciting group that delivers unique experiences and is accessible to all. We provide service that is both innovative and personal to our guests with team members who are passionate, intelligent, and dedicated to our guests & brand.

We are proud to offer professional rewarding career opportunities! Be part of a fast-paced, growing, and exciting environment.

- Professional, dedicated, and team orientated
- Offering full-time hours
- Competitive Industry salary + annual bonus + Company perks
- Grow organically within our company
- Benefits offered after the probationary period (3 months)

Join a dynamic team that is growing and expanding its operations. We strive to recruit enthusiastic, dedicated individuals passionate about providing exceptional service.

### **Responsibilities**

Accounting is the hub of all things financial. Accounting is our foundation for accuracy, collecting, and paying others promptly following our policies and procedures from our guests to our teams.

The successful candidate will report to the owner and possess sufficient accounting knowledge to process and maintain a full complement of accounting records, which would entail data entry to complete monthly financial statements for management. Duties may include timely and accurate reports, analytics, budgets, forecasting, accounts receivable, accounts payable, government remittances, and payroll.

## Requirements

- Passionate about numbers and math and a minimum of 3-5 years of similar work experience
- Intermediate to advanced accounting skills with an accounting designation
- Strong organizational skills with attention to detail
- Must possess the ability to plan, prioritize and complete multiple tasks promptly
- Knowledge of accounting software, excel, word, and outlook
- Ability to demonstrate our core values:
  - Attention to detail
  - Do what's right
  - Team player
  - Growth-oriented
  - Welcoming, Polite, and kind
  - Innovative

Job Types: Full-time, Permanent

Salary: \$65,000.00-\$80,000.00 per year

Please email resume to [tina@retrosuites.com](mailto:tina@retrosuites.com) and [pete@retrosuites.com](mailto:pete@retrosuites.com)