



Harrison Hot Springs Resort is currently recruiting for the position of **Accounts Payable**.

About our company:

Harrison Hot Springs and the Eastern Fraser Valley is a beautiful place to live, work and play. We would love to have you join our amazing team and share the high quality of life that we have come to enjoy.

At Harrison Hot Springs Resort, our guests discover a location unlike any other destination in the world. We know the care and customer service we offer our guests leads to special experiences for them. We endeavour to exceed guest expectations and deliver outstanding products and hospitality services. Even though we welcome thousands of guests each year, we will focus on individuals and what we can do to make them feel like they are at home.

Overlooking Harrison Lake, the Harrison Hot Springs Resort offers the following amenities: five mineral hot springs pools, the Healing Springs Spa, three restaurants and a coffee bar, extensive banquet and catering options, Resort Golf Course and Resort Marina.

POSITION SUMMARY:

The Accounts Payable Clerk ensures that financial, accounting and purchasing procedures are followed to pay invoices accurately. Process invoices and maintains accounts payable ledger by using the SAGE Accounting System. Ensures to apply principles of accounting to analyze financial information and prepare financial reports by performing the following duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains files for vendors, all contracts, leases, agreements and other files relating to accounts payable.
- Notifies the Controller 3 months in advance of a contract or lease expiry.
- Reconciles monthly vendor statement of accounts, to SAGE in accounts payable ledger for invoices, credit notes & payments. Investigates and resolves discrepancies.
- On monthly basis, make sure Accounts Payable Aging Report balances to Accounts Payable Trade General Ledger Account. Investigates any variances and makes rectification entry with approval of Controller or Assistant.

- Match all invoices with signed purchase orders, packing slips and receiving reports. Verifies pricing is correct, tracks back orders, codes all invoices, ensures that all required signatures are on the invoices or cheque request, posts invoices in SAGE in timely manner.
- Attend & solve all Vendors inquiries in regards to outstanding invoices. Keeps evidence of all problems attended and solved.
- Being proactive and strategically plan in terms of payable balance to be cleared with vendors/ suppliers. Check with Controller funds availability.
- Enter invoices for contract associates, musicians, liquor and other local requirements into SAGE.
- Verify that all manual cheques are entered in SAGE prior to the last fiscal day of the month.
- Corresponds with internal and external customers via telephone, fax, e-mail and mail in regards to Accounting concerns.
- Prepares and maintains pre-payment and accruals in Excel, create journal entries for month end accruals, enter journals into SAGE, and reconciles with General Ledger account analysis on monthly basis.
- Maintains various spreadsheets to support vendor invoicing such as Dry-cleaning; Utility consumption; photo copier usage etc.
- Responsible to process Capital expenditure invoices. Coding, posting them into SAGE and properly filed.
- Makes sure all statutory and utility bills are paid as per the deadlines, to avoid any penalties or late fee.
- Complete cross training as required to provide assistance/vacation coverage for other positions within the department.
- Willing and able to cross train in other areas of the Accounting Department as assigned.
- Must be able to deal with stress resulting from the need to manage within legislative, budgetary and time constraints on a regular basis.
- Other job related duties may be assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Related University Degree/College Diploma
- 1-3 years' experience with high volume Accounts Payable, preferably from Hospitality Industry.
- Strong Computer skills, Microsoft Office (Word/Excel) and other hospitality related software.
- Previous experience with SAGE and any other web based accounting software is an asset.
- Strong accounting, financial and analytical skills are essential.
- Performs other accounting functions as required in the Department.
- Excellent communication and organizational skills, proven team player, shows initiative, attention to detail, and problem solving. Must be able to communicate with all departmental managers and supervisors and has the ability to work independently.
- Highly motivated and self-directed.
- Able to read and comprehend instructions in English and able to read and write correspondence and memos in English.

- Attention to detail and prioritization skills are essential.
- Proven safe work and reliable attendance record.
- Flexible to a changing schedule.
- Being multi-lingual is an asset.

Interested, qualified candidates are invited to submit their resume and cover letter to hshsr@harrisonresort.com or facsimile at 604-796-4712.

We thank all candidates in advance for your interest in our resort; however, only those qualified candidates will be contacted.

Check us out online at www.harrisonresort.com.

➤ **ONLY APPLICANTS LEGALLY ELIGIBLE TO WORK IN CANADA WILL BE CONSIDERED**