

Lakeland Inn Hotel & El Lobo Motel

Accounting & Administrative Assistant

Complete daily, monthly & yearly bookkeeping duties:

- daily balancing of outlets
- Accounts payable- entering and processing payments
- Using current software such as IHBT (Hotel in a Box), Sage 50, Microsoft Office, Outlook
- completing monthly balance sheet reconciliations
- compiling monthly financial statements for ownership
- preparing and processing biweekly payroll and using excel spreadsheets for tracking
- Preparing and processing payroll deduction to CRA after every payroll
- Preparing monthly GST remittance
- Preparing monthly Room Tax remittance
- HR Duties- Keeping up to date employee files, issuing Record of Employment when required, WCB claims, T4 submissions, TD1's yearly updates, tracking of employee certifications
- Weekly bank deposits
- Reconciliation of ATM's and VLT's monthly
- Bank reconciliation - monthly
- Reconciliation of Petty Cash monthly
- Month End Closing and Reversing Entries regarding inventory
- Preparation of Year End for accountants
- Updating any changes to office procedures
- Work closely with general manager, department supervisors and ownership

Educational Requirements

- Grade 12 or equivalent
- Accounting Certificate or Diploma
- Proficient in Sage 50, Microsoft Office, Squirrel (POS) system, Inn Control

Skills & Experience

- Minimum 3 years' bookkeeping experience, preferably in a hotel environment
- Experience completing payroll
- Organized, manage time effectively, meet critical deadlines, multitask, dependable
- Managing office Outlook account
- Strong communication skills
- Excellent verbal and written communication skills

Wage will be based on experience.

This position will be a job share with current employee in the office, so each employee will work 10 working days per month.

Resumes should be submitted to: accounts@lakelandinn.com