



**Position Title:** Accounting Clerk  
**Position reports to:** Controller  
**Salary:** \$ 39,520 annually  
**Employment:** Year round, Full Time

Fox Harb'r Resort is a 5 Star 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**General Description:** The Accounting Clerk performs the duties of an Accounts Receivable clerk including but not limited to issuing invoices for all Group bookings (Catering; rentals etc); rebilling invoices to staff or Member accounts; post payments; collections as necessary; retrieve information for Guest/Members/Convenors who have questions about their accounts; back up Sr. Accounting Clerk and Inventory Control Clerk in their duties as volume or circumstances require.

**Qualifications & Requirements:**

1. Strong confidentiality values
2. Multi-tasker
3. Detail oriented and organized
4. Strong ethics (do the right thing)
5. Effective Communicator
6. Organized approach to workload
7. Ability to prioritize tasks
8. Ability to meet deadlines
9. Adaptable and flexible
10. Dependable and Reliable
11. Enthusiastic and energetic

**Responsibilities:**

1. Open mail deliveries daily and distribute to appropriate team leader or staff member.
2. Prepares outgoing mail (weighing, metering, labeling) for mail pickup.
3. Receive and sign for parcels; notify departments of delivery.
4. On a daily basis using the Catering sales report, manually adjust each item sold from inventory.
5. Compare consumption sheets from Catering to the billing posted to make sure that all items have been accounted for and properly billed. Contact the supervisors if there are discrepancies and adjust as necessary.
6. In an effort to ensure that all function billings are closed daily, review all and if any are open contact Supervisor and determine what adjustment needs to be made to close.
7. Post Member club payments (mostly month end) and staff payments (as payment arrives).
8. Scan staff & member rebill invoices for posting and calculate 10% markup for member billings (no markup for staff purchases) and post onto their accounts. Make sure scanned copy is in the shared folder for Bethanie if the member requests a copy.
9. Reconcile rebill GL monthly to ensure invoices posted to the GL have been charged to a member. Prepare cover sheet for month end.
10. Post cleaning charges to members accounts in Resort Suite. The instructions for these charges will be on the fractional calendar and requested cleanings are sent from housekeeping.

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



11. File & label Night Audit daily in manilla envelopes and labelled boxes for easy access for ticket lookup and the audit.
12. Respond to Staff & Guest charges inquiries, investigate, copy and issue back to guest. These requests are usually phone calls from guests that have departed.
13. Clear Gift Card balances on used gift card and return to Front desk to reuse.
14. Gather and enter printer counter information for leased printer.
15. Process the Expedia invoice entry for payment. Print each guest folio and enter into Expedia for the month.

### **Group Billing**

1. Receive BEOs by email, make hard copies, prepare folder for upcoming group and file by date of event.
2. Daily check BEOs against each Catering event in Resort Suites and contact responsible department when errors are found.
3. Correct any errors once answers are received
4. Export Catering to a word document to create an easy-to-read format.
5. Transfer Catering invoice balance to PMS group house account for inclusion on the final Event invoice.
6. Check PMS and ensure all room and activity charges are correct and match BEO.
7. Ensure charges are supposed to be to the house account and, if not, contact the appropriate department to correct mistake.
8. Enter the details for each charge except for the room charges so the convener will be able to identify each charge.
9. Export Event Invoice to word document for final prep and save as a pdf to folder for later forwarding to group convener.
10. Open a new Club Account in Resort Suites and transfer the amount of the house account in PMS to Club.
11. Prepare an explanatory email (mostly can use the template) and attach the Catering and Event invoices to email and send to the event convener for review and to advise of payment options.
12. Answer convener questions about the charges on the invoices, research and adjust if needed in PMS or Catering, revise one or both invoices to reflect the new balances and resend to convener. This can occur once or many times for each group and is very time consuming. Once payment is received, apply to club account in RS and close file.

**At Fox Harb'r Resort, we know every employee is a valued part of the team.**

### **Our benefits include:**

- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

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