



Position Title: Assistant Controller
Position reports to: Controller
Salary: Starts at \$70,000 annually
Employment: Full-time, year-round, benefits

Fox Harb'r Resort is a 5 Star 4 Diamond property nestled along the coast of the Northumberland Strait in Fox Harbour, 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 Assistant Controller supports the Controller by examining and analyzing accounting records. You are responsible for ensuring accuracy in data and reporting, and compliance with established accounting standards and procedures. The Assistant Controller is expected to assist in preparing and consolidating financial statements, maintaining internal controls, and assisting the Controller with month-end and year-end processes, among other duties.

Qualifications & Requirements:

- Bachelor's degree in accounting, finance or a related field is required
- Certified Public Accountant (CPA) designation as asset, but not required
- Computer skills are an asset, working knowledge of MS Office (especially excel) and accounting software (e.g. Sage)
- Proven experience as assistant controller or other similar position
- Excellent knowledge of accounting, financial, and inventory processes
- Understanding of data analysis and forecasting
- Well-organized with ability to prioritize
- Very good communication and interpersonal skills

Responsibilities:

- Assist with the review and preparation of financial statements
- Assists with the management of accounting, auditing and budgeting within the organization
- Assist with month end reconciliation and prepare cover sheets
- Assists with annual audits
- Prepare and enter journal entries
- Assists with inventory reconciliation and counts
- Coordinates with and prepares reports for Controller and upper management
- Contributes to team efforts by accomplishing related tasks as needed
- All other duties assigned by the manager

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

Human Resources Department, Ann Jeffreys

Email: 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.



Employee perks include:

- Seasonal 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

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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