



January 27, 2012

**Accounting Clerk
Maternity Leave (approx. 13 months)
Quality Hotel Fort McMurray
Full-time, Maternity Leave**

What's In It for You?

- Join our family of supportive team mates who are passionate about service
- “The Perks” including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian

We are looking for an Accounting Clerk for The Quality Hotel Fort McMurray, Alberta.

Based in our Edmonton office (located at our sister hotel – Mayfield Inn & Suites) you would be required to effectively manage and maintain the Accounts Receivable within the acceptable standards set by SilverBirch Hotels & Resorts and to process invoices for Accounts Payable.

Duties and Responsibilities:

- Daily posting of payments for A/R
- Collection calls
- Daily filing
- Schedules and leads monthly credit meetings
- Daily adjustment to A/R invoices as necessary
- Processing weekly A/P invoices for payment
- Monthly reconciling of p-cards and posting of journal entry
- Reconciling daily deposits to bank statement
- Processing monthly credit card reconciliations
- Assisting with monthend journal entries
- Weekly / Monthly reports to Corporate office



Desired Qualifications & Education:

- A minimum of three years experience in a computerized accounting environment
- Knowledge of GAAP principles
- Knowledge of Microsoft office (Word, Excel, Outlook)
- Intermediate knowledge of internet
- Hotel experience preferred
- Excellent communication skills with both coworkers and clients
- Flexible and energetic with the ability to work within timelines.
- Some secondary schooling in an accounting program.

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you!

Apply by February 10, 2012 or contact me at:

Joanne Baron
Controller, Quality Hotel FM
Fax: 780-930-4054 or
jbaron@silverbirchhotels.com
www.silverbirchhotels.com

SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.

NOTICE TO POTENTIAL JOB APPLICANTS

If you are considering employment with us, please be advised that SilverBirch Hotels & Resorts

- **does not** require job applicants to pay a fee for a job application or opportunity; and
- **does not** make unsolicited offers of employment.

If you have been approached by any entity engaging in such practices who claims to represent SilverBirch Hotels & Resorts, please advise us immediately by email at careers@silverbirchhotels.com and contact either the Canadian Anti-Fraud Call Centre at 1-888-495-8501 or the Royal Canadian Mounted Police.