



December 20, 2011

**Accounts Receivable Clerk
Red Deer Lodge
Fulltime, Permanent**

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 Accounts Receivable Clerk at the Red Deer Lodge in Red Deer, Alberta.

In the role of Accounts Receivable Clerk you will be responsible to facilitate payment of all monies due by promptly preparing invoices and processing incoming checks in accordance with the standards of SilverBirch Hotels and Resorts

Duties & Responsibilities:

- Provide value added service to customers by doing whatever reasonable and possible to meet and exceed customer expectations
- Communicate effectively with customers, co-workers and supervisors
- Demonstrate teamwork by cooperating and assisting co-workers as needed
- Handle difficult situations effectively and adhere to the policies and procedures of SilverBirch Hotels and the Red Deer Lodge
- Ensure transfers from guest ledgers area accurate and done in a timely fashion
- Perform timely mailing of statements to customers with recent activity, attaching pertinent back-up
- Attach copies of folios, food and beverage guest checks and miscellaneous vouchers
- Post payments received to aging and reconcile these payments to open invoices
- Balance Accounts Receivable system to the general ledger on a routine basis
- Balance and adjust all house accounts weekly
- Research declined bank cards and other credit card charge backs for justification and validity
- Make all necessary adjustments or credits
- Assist in the preparation of the month end reconciliations and in the final monthly closings of the accounts receivable system
- Contact customers to follow up on settlement of overdue accounts and issue overdue statements if necessary
- Keep immediate supervisor promptly and fully informed of all problems or unusual matters of significance
- Maintain a favorable working relationship with all other company associates to foster and promote a harmonious working climate
- Order all supplies for the hotel (ie. paper and office supplies)
- Assist Brinks with pick up on a daily basis
- Reconcile night audit packages on a daily basis

Preferred Education & Qualifications:

- College diploma or certificate in accounting
- 2-3 years experience in accounting/bookkeeping



- Strong data entry, analytical and communication skills
- Ability to prioritize and take direction
- Previous experience and/or knowledge in computer systems and hotel MSI

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 December 31, 2011 and contact us at:

**Hilary Dove
403-357-6302**

hr.reddeerlodge@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.