



January 27, 2012

**Assistant Controller
Mayfield Inn & Suites – Edmonton
Full-time, 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 Assistant Controller at Mayfield Inn & Suites in Edmonton, Alberta

In the role of Assistant Controller you will be responsible for ensuring the accurate and timely submission of all accounting practices and assists with the supervision of the accounting department.

Duties & Responsibilities:

- Recommends systems and procedures for orderly reporting of financial matters.
- Ensures compliance with internal accounting controls, policies, and procedures.
- Performs required audits.
- Reviews submitted reports and performs necessary follow-up.
- Ensures accuracy of financial information by performing a variety of control functions:
- Reviews daily work of Accounts Receivables/Payables and General Cashier.
- Ensures collection of accounts receivable.
- Provides accounting assistance to hotel department heads as needed.
- Supervises night and restaurant audits to ensure accuracy.
- Performs reconciliations as required.
- Informs Financial Controller of all discrepancies.
- Makes appropriate recommendations to ensure a smooth flow of various transactions.
- Confers closely with the Financial Controller and assists the department as required.
- Utilizes leadership skills and motivation techniques in order to maximize associate productivity and satisfaction.
- Orients, coaches and trains qualified associates.
- Conducts effective associate one on one meetings and counselling sessions as required.
- Provides feedback to the Financial Controller on the performance of the associates within the department.
- Participates in month end financial analysis. Assists in month end financial closing including general ledger entry and financial statement review.
- Participates in month end inventories:
- Recounts food and beverage and guest supply inventories.
- Monitors inventory results and takes appropriate action if necessary.
- Prepares reports as requested to develop a more informative data base for improved management decision making and critical evaluation of work activities.
- Assists with ensuring proper systems and controls are in place to effectively capture the transactions and safeguard the assets of the hotel.
- Assists with the preparations of the monthly financial statements of the hotel.
- Assists in the preparation of the forecasts and budgets.
- Assists with the preparation of accounting, statistical and any other special reports which may be required.



- Ensures the hotel complies with all regional, provincial and federal laws and regulations.
- Provides hands on support to the associates to ensure the smooth operation of the department.
- Mentors, supervises and coaches the accounting department associates.
- Ensures associates are recognized regularly for their contribution.
- Participates in department head meetings in the absence of the Financial Controller.
- Ensures and audits cash-handling procedures with associates.
- Participates in the Monthly Communication Meetings and follows set agenda designed by Human Resources for each outlet.
- Ensures all incidents are documented & ensures proper training for associates to avoid all hazards.
- Ensures ALL team members are trained on fire safety plan and the procedures within.
- Reports all concerns related to Engineering/Maintenance, Health and Safety, Security or Suspicious circumstances (including smells/sights and sound) immediately.
- Adheres to all SilverBirch Hotels & Resorts standards, including Hygiene and Grooming, Health and Safety, Fire Safety, Key Deliverables and SPIRIT Standards, GREEN and Guest Interactions.
- Provides exceptional guest service at all times.
- Ensures customer concerns are addressed in a timely and professional manner and follows the "Remarkable Recovery" formula.
- Other projects/duties as assigned.

Preferred Education & Qualifications:

- Degree or Diploma in accounting/finance. Working towards a CMA/CGA is considered an asset.
- A minimum 2-3 years experience in accounting. Hospitality Experience preferred
- Strong Interpersonal Skills.
- Must be able to work in a team environment.

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 3, 2012 and contact us at:

Caroline Memory
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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.