



March 23rd, 2010

Restaurant Accountant

Fish House in Stanley Park
Full-time, Permanent

ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!

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 lively! Come have some fun with us!

We are looking for a Restaurant Accountant for the Fish House in Stanley Park in Vancouver, BC.

Reporting to the Area Controller, this position involves ensuring that the restaurant is operated in a financially sound manner, exercising control over all facets of the operation pertaining to the accounting department and producing timely and accurate financial reports on a monthly and annual basis, while also ensuring maximum guest satisfaction and service goals in accordance with the Restaurant and SilverBirch Hotels & Resorts standards.

Duties & Responsibilities:

- Processes Accounts Payable invoices as follows:
 - Completes A/P stamp with vendor code, invoice #, date and G/L accounting codes
 - Attaches purchase orders to appropriate invoice
 - Audits invoices/PO's for errors, corrects as necessary
 - Reviews vendor statements and corresponds with them any outstanding issues
 - Ensures proper filing of PO's
 - Ensures all outstanding invoices & PO's are accrued and accounted for at month end
 - Ensures appropriate support documentation is obtained and attached to the invoices before payment log is forwarded to Head Office
- Processes Expense Reports/Petty Cash/Purchase Card as follows:
 - Ensures proper back up is attached to expense, petty cash and P.Card reports
 - Audits for errors, corrects as necessary
 - Processes and posts ALL P.Card details
 - Ensures appropriate support documentation is obtained and attached to the reports before payment log is forwarded to Head Office
- Posts month end revenue adjustments including banquet, movie, laundry and Gas Cards
- Reconciles Imprest, USD and Coin bank accounts (inc submitting Cash Requests)
- Processes and posts F&B month end inventories (inc COGS % analysis) - NEW
- Assists with Food & Beverage Department's monthly revenue forecasting
- Consolidates revenue forecasts and creates the monthly Flash-Revenue Projection Report
- Works with all department heads on monthly labour forecasts and creates Summary Report.
- Other duties and projects as assigned
- Retrieves cash from safe and enters actual cash into Night Audit's Bank spreadsheet
- Exchanges cheques and US funds with associates when possible



- Prepares Bank deposits for general bank, US and coin accounts
- Records and tracks daily deposits for Brinks security
- Notifies Accounting and Department Heads of Cash Overages/Shortages
- Records and disperses due backs to associates.
- Verifies and reports on the Vacation Accruals
- Prepares, reconciles & transmits the payroll in a timely and accurate manner
- Tallies banquet and baggage gratuities for associates
- Calculate and administer union dues
- Prepares daily payroll tabulation
- Prepare all Y/E payroll functions and issue T-4's
- Calculate and process WCB remittances
- Verifies daily the accuracy of all time clock punches, overtime and exceptions
- Submits required payroll confirmation requests (WCB, EI, ROE's etc.)
- Maintains a working knowledge of provincial employment standards act
- Verifies that all time clock procedures are properly followed
- Maintains employee information in InSync including addresses and benefits
- Prepares, verifies and forwards all Accounts Receivable invoices
- Follows up with clients to ensure accuracy of billing and timely payment
- Processes all credit applications for GM / Controller approval
- Maintains city ledger, ensuring all aged accounts are dealt with in a timely manner
- Prepare and post all month-end related entries including inventories, inter-company charges, and head office transfers
- Reconcile all balance sheet accounts and maintain an up to date binder for review by the Controller
- Other duties and tasks as assigned.

Preferred Education & Qualifications:

- Must have minimum 3-5 years accounting experience in a related role, preferably in a restaurant or hotel environment
- Must have exceptional organizational skills with good oral and written communication skills
- Possess exceptionally strong guest service skills to ensure superior guest service
- Have a high attention to detail and be able to multitask under pressure in order to meet deadlines
- Team player who is able to recognize the value of guests and associates
- Be positive, enthusiastic, energetic and understand the concept of leading by example
- Proficiency using Microsoft Office
- Passion and drive to work and excel in the Hospitality Industry
- University/college degree in either hotel management, business administration or accounting an asset
- CGA/CA designation is an asset.

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 March 31st, 2010 or contact us directly:

**Doug Lantz, Area Controller
Fish House in Stanley Park
Tel: 604-601-5251 Fax: 604-688-1251
www.silverbirchhotels.com**

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