



January 6, 2012

**Senior Accounting Technician
Saskatoon Inn
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 a Senior Accounting Technician at the Saskatoon Inn.

In the roll of senior accounting technician you will be responsible for assisting the Controller in the professional fiscal management of the hotel including:

- Assist in providing timely and accurate financial reporting and analysis to the hotel
- Ensure proper systems and controls are in place to effectively capture the transactions and safeguard the assets of the hotel
- Assist in the effective management of hotel expenses relative to business volumes

Duties & Responsibilities:

- Coordinates invoice processing, resolves discrepancies and handles internal and external inquiries
- Coordinates cash management activities including recording daily cash receipts and reconciliation of accounts
- Prepares cheques and bank transfers
- Prepares financial statements
- Provides support to the Capital Assets program
- Prepares all period closing reports and entries
- Works closely with hotel Controller on various projects
- Works as part of overall hotel team to ensure a high standard of operation and guest satisfaction

Preferred Education & Qualifications:

Minimum 3 years in an accounting role

- Hospitality experience preferred
- Strong leadership and supervisory experience
- Experience generating and analyzing monthly financial statements and reports
- Experience with budgetary processes; cost control/revenue maximization is an asset
- Intermediate working knowledge of Microsoft Excel mandatory
- Experience with Microsoft Word and Network systems
- Strong written and verbal communication skills



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!

Contact us by January 15, 2011:

Kristin Seivewright
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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.