



**Job Title:** General Accountant

**Division:** Finance

**Department:** Finance

**Responsible To:** Controller

### **Role Summary**

The General Accountant is responsible for the preparation of financial information by researching and analyzing accounting data, the maintenance of its fiscal records and the preparation of financial reports including monthly bank reconciliations.

### **Responsibilities**

- Prepares asset, liability and capital account entries by compiling and analyzing account information
- Documents financial transactions by entering account information
- Recommends financial actions by analyzing accounting options
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures
- Guides other accounting staff by coordinating activities and answering questions
- Reconciles financial discrepancies by collecting and analyzing account information
- Maintains financial security by following internal controls
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with federal, provincial, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Maintains customer confidence and protects operations by keeping financial information confidential
- Maintain investment schedules, oversee cash flow requirements, and communications with bankers on investments
- Maintain year-end working papers and spreadsheets and assist with preparation for any audits or independent reviews with support from the Controller
- Complete monthly reconciliation for all balance sheet
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records
- Liaise with departmental staff and support them in book-keeping needs related to their program areas
- Provide technical support (including software updates, trouble-shooting)
- Development, analysis and interpretation of statistical and accounting information to appraise



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operating results in terms of profitability, performance against budget and other matters bearing on the fiscal soundness and operating effectiveness of the organization

- Assist with the preparation of the budget and financial forecasts, and analyzes and reports variances
- Responsible for recording and tracking of retail leases
- Accountable for preparing insurance and property taxes
- Maintain systems including the upkeep of items, costs and discounts
- Responsible for auditing inventory and cost of sale calculations
- Responsible for duties in the absence of Accounts Payable and Payroll Coordinator and Accounts Receivable and Cash Control Coordinator
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

**Competencies**

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

**Characteristics**

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

**Requirements**

- Post-secondary degree, diploma or certificate in accounting or finance
- 5 years related work experience required, experience in hospitality a definite asset
- Proficiency with point of sale and general ledger systems
- Must be computer literate. Preferred candidate will have previous experience with accounting software, Microsoft Word and Excel
- Ability to recognize, research and resolve discrepancies in financial data
- Must possess excellent customer service skills
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion



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**Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 25 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling

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