Department: Accounting

Overview of Position

Essential Function/Purpose of this Position:

To maintain and reconcile all hotel level accounts including VLT's, AALTO's restaurant, banquets and front desk on a daily basis.

Primary functions of position are:

- Data entry of all accounting related information
- Reconciling and reporting all hotel level accounts to the corporate office
- Making bank deposits

Required Education:

Generally, completion of a high school diploma would be required, but not essential. Less than high school education would be acceptable.

Required Experience:

No previous experience is required.

Type of Experience:

Previous accounting or general office experience would be an asset.

Necessary Special Requirements: Licenses, registrations, certifications:

None

Supervisory Responsibility and Capacity:

None

Budget Responsibilities:

None

Area of Responsibility:

Hotel accounting department with reporting responsibility to corporate office

Working Environment:

Generally clean and comfortable office working environment

Physical Effort:

Position is fairly sedentary.

Factors That Can Cause Stress:

Timelines, co-workers, demands of job, equipment failure, accuracy and administrative requirements

How Learning Occurs:

Learning occurs primarily on the job through job shadowing

ESSENTIAL SKILLS

Reading

- Reads memos from corporate office relating to current and/or changes to accounting processes and procedures, IMPORTANT, FREQUENTLY
- Reads emails from supervisor relating to current and/or changes to accounting processes and procedures, IMPORTANT, FREQUENTLY
- Reads all accounting related ledgers and reports, including the Daily Books, and all subsequent departmental ledgers and reports such as banquets, VLTs, AALTO's Restaurant and front desk, IMPORTANT, FREQUENTLY
- Reads Bank Deposit Slips, IMPORTANT, FREQUENTLY
- As current incumbent is new to the position, often reads training notes written during the training period, IMPORTANT, OCCASSIONALLY
- Must be able to read an employee shift schedule, OFTEN

Document Use

- Enters data into various computerized account ledgers, such as the Daily Books, and all subsequent department ledgers, such as banquets, VLT's, AALTO's Restaurant and front desk. This is done on a daily, weekly, monthly and year end basis, IMPORTANT, FREQUENTLY
- Enters daily data into various other computerized reports such as the Daily Comparative Report,
 Cashier Report, Sales Volumes and the Credit Card Report, IMPORTANT, FREQUENTLY
- Compiles data from various accounting reports, IMPORTANT, FREQUENTLY
- Completes Bank Deposit Slips, IMPORTANT, FREQUENTLY
- Reads labels on file, IMPORTANT, FREQUENTLY
- Must be able to read tables, schedules and other table-like text (i.e., employee shift schedule),
 OFTEN

Numeracy

- An extensive requirement of this position is spent entering numerical data into various reports, cross-checking and the reconciliation of numeracy data, IMPORTANT, FREQUENTLY
- Jr. Accounting Clerks are required to use significant numeracy skills related to the above. The
 accounting math required for this position include addition, subtraction, multiplication and division
 equations using whole numbers, ratios and decimals, IMPORTANT, FREQUENTLY
- Numeracy skills are also present in the money math function, as the Jr. Accounting Clerk is responsible to count cash in order to reconcile sales and to make deposits, IMPORTANT, FREQUENTLY
- These numeracy skills are primarily performed using a computer, calculator or pen and paper.

Writing

- The Jr. Accounting Clerk may compile emails to various departments, the supervisor and/or the corporate office, relating to various accounting functions and/or inquiries, IMPORTANT, OCCASSIONALLY
- Writes on the Bank Deposit Slip daily, IMPORANT, FREQUENTLY
- Initializes various reports once upon reconciliation
- Writes reminder notes regarding ongoing learning or important tasks, IMPORTANT, OCCASSIONALLY
- In the future, the Jr. Accounting Clerk may write letters or memos outlining new procedures, INFREQUENTLY

Oral Communication

- The Jr. Accounting Clerk communicates on a regular basis with various personnel including the hotel's General Manager, Department Managers, corporate office and the incumbent's supervisor, IMPORTANT, REGULARLY
- Listens to simple messages on voice mail, IMPORTANT, REGULARLY
- Interacts with supervisor to receive instructions, to obtain help with paperwork, problem customers or particular accounts, IMPORTANT, REGULARLY
- May participate in staff meetings to discuss problems and new policies and to exchange opinions on current procedures
- In the instances above, the primary mode of communication is in person, while a secondary mode of communication is using electronic mail or a telephone
- Environmental factors affecting communication may include telephones, printers and other office equipment.

Working with Others

- The Jr. Accounting Clerk works mainly independently. He/she works with others when assisting
 his/her supervisor, a fellow accountant, hotel and/or corporate staff or others when working to
 complete routine tasks or investigate an inquiry. The Jr. Accounting Clerk may be a member of an
 administrative and office support team, working together to ensure that services are provided
 efficiently.
- The Jr. Accounting Clerk may inform other workers or demonstrate to them how tasks are performed, INFREQUENTLY
- The Jr. Accounting Clerk may make hiring recommendations as required, OCCASSIONALLY

Thinking Skills

- Occasionally, the Jr. Accounting Clerk may have to problem solve when he/she discovers that
 accounts do not balance. He/she must look for, find and correct the error using various sources and
 methods of problem solving, IMPORTANT, OCCASSIONALLY
- Significant job task planning and organizing is required to manage the day's priorities and to ensure that timelines are met, IMPORTANT, OCCASSIONALLY
- The Jr. Accounting Clerk responds to urgently required special requests, IMPORTANT, OCCASSIONALY
- In terms of decision-making, the Jr. Accounting Clerk must make many decisions related to various accounting reports. For example, he/she must decide who, what and when report(s) are required, IMPORTANT, FREQUENTLY
- The Jr. Accounting Clerk demonstrates significant use of memory when remembering the procedural steps required to enter and balance accounts and run reports, IMPORTANT, FREQUENTLY
- The Jr. Accounting Clerk also uses significant memory when remembering predetermined float amounts, department, ledger and safe codes, as well as telephone and alarm codes, IMPORTANT, FREQUENTLY

Computer Use:

- The Jr. Accounting Clerk enters data, responding to prompts on the screen. There is no requirements for knowledge of the program beyond responding to these prompts, IMPORTANT, FREQUENTLY
- The Jr. Accounting Clerk sends and receives electronic mail, produces reports, and enter data into
 accounting systems and obtain reports, such as the total expenses and purchases of various types
 from different department accounts, IMPORTANT, FREQUENTLY
- The Jr. Accounting Clerk will use various computer software, including word processing, spreadsheets, database and communications software, IMPORTANT, FREQUENETLY

Continuous Learning

• Learning occurs primarily as part of regular work activity, learned on the job. This is primarily learned from the incumbent's supervisor and through training offered in the organization.

ESSENTIAL SKILLS SUMMARY

The most important essential skills for this position are:

- 1. Skill: Reading, Very Important, Used Daily
- 2. Skill: Numeracy, Very Important, Used Daily
- 3. Skill: Computer Use, Very important, Used Daily