

## **Accounting Administrator**

### **GolfNorth Properties**

**Location:** Conestogo, Ontario, Canada

**Department:** Accounting

**Reports to:** Lynne Hooper

**Job Status:** Full-Time, Continuing

### **Company Background:**

We are passionate about golf! GolfNorth Properties is based in Conestogo, Ontario with locations stretching from coast to coast. We are an industry leader in the consolidation and operation of golf courses with a reputation for efficiency and excellence. Our most recent growth brings us to 37 properties and over 1,400 employees in three provinces.

### **Job Summary:**

The Accounting Administration team is responsible for the ongoing entry and upkeep of the daily revenue reporting for all GolfNorth subsidiaries. He/she should be a positive, self motivated, team player capable of participating in a small, but very busy accounting environment with the flexibility to adapt to priority situations.

### **Responsibilities:**

- Maintain an up-to-date billing system.
- Follow up, collection and allocation of payments and end of day reports from all subsidiaries.
- Carry out billing, collection and reporting activities according to specific deadlines.
- Reconciliation of accounts.
- Maintain accounts receivable customer files.
- Follow established procedures for processing receipts, cash etc.
- Investigate and resolve customer queries.
- Process adjustments.
- Organizing a recovery system and initiating collection efforts.
- Communicating with customers via phone, email, mail or personally.

### **Other Duties:**

- Perform light clerical duties within an accounting function.
- Perform basic accounting functions requiring knowledge of accounts payable, accounts receivable and bank reconciliations.
- Research problems and/or complaints.

**Qualifications:**

- Minimum of 2 years related experience.
- Diploma in a related field.
- Must have pleasant telephone manners and excellent problem solving skills.
- A sound knowledge of Excel, Word, Outlook and Explorer.
- Knowledge of Microsoft Dynamics is a definite asset.

**Hours of Work:**

- 40 hours / week
- Monday to Friday

**Compensation:**

- Flexible scheduling
- Golf privileges
- Subsidized meals
- Benefit package
- \$20 - \$25 per hour (based on experience and education)

We thank everyone who applies, but only those selected for an interview will be contacted.