

## **Accounting Administrator**

### **GolfNorth Properties Head Office**

**Location:** Conestogo, Ontario, Canada

**Department:** Accounting

**Reports To:** Revenue Manager

**Classification:** Full-Time, continuing, 2 positions available

**Salary:** \$45,000 to \$50,000 annually

**Summary:** 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 40 properties and over 1,400 employees in four provinces.

The Accounting Administration team are 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.

#### **Primary Responsibilities:**

- maintain 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 initiate collection efforts
- communicating with customers via phone, email, mail or personally
- 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 manner 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 per week, Monday to Friday, In-office

**to Apply:**

Please submit your resume & cover letter to Lynne Hooper at lhooper@golfnorth.ca.  
Please write "GolfNorth Properties - Accounting Administrator" in the Subject line.

**Job Posting**

GolfNorth Properties is looking for an outgoing and responsible individual that would like to be part of the Revenue team in a fast-paced environment. Working with the team will prove to be both enjoyable and rewarding.

The Revenue Department is part of the GolfNorth Properties Head Office, offering competitive wage packages, an incredible work environment, and career advancement opportunities.