

## **Position Summary**

Oak Island Resort is seeking a detail-oriented and organized Accounting / Administrative Coordinator to support the financial operations of the resort. The successful candidate will play an important role in maintaining up to date, accurate financial records, supporting payroll administration, and assisting management with financial reporting.

Located in a scenic lakeside setting, Oak Island Resort offers a wide range of amenities including an 18-hole golf course, a 400-site campground, cottage lot properties, a restaurant, and a marina. The resort welcomes seasonal guests, campers, golfers, and visitors throughout the operating season, creating a dynamic and fast-paced environment. This position supports the financial and administrative operations that help keep these amenities running smoothly.

## **Job Responsibilities:**

- Enter and reconcile accounts payable invoices and prepare cheques
- Ensure all cash is reported, entered and balanced from each of Oak Island Resort's managers on a regular basis during the operating season.
- Preparation of monthly and annual financial statements including profit, loss, & balance sheets
- Prepare deposits and bank and credit card reconciliations
- Prepare/manage receivables and follow up with customers as required
- Preparation and filing of government remittances
- Filing and organization of accounting records
- Collaborate with department managers to support and enable everyone to meet overall goals and objectives
- Preparation and administration of Oak Island Resort payroll functions, including maintaining payroll system through Payworks, issuing direct deposits, performing year end functions, and filing Record of Employments.
- Perform other duties as assigned by the General Manager/Owners.

## **Education & Experience:**

- Mandatory: Diploma in Accounting and/or Business Administration; or 3 years experience in an accounting/administrative role
- Ability to work in a team setting and independently
- Exceptional time management skills, working in a fast-paced environment
- Excellent communication skills and ability to communicate complex issues to senior management
- Detail oriented
- Experience with QuickBooks Online
- Experience with Lightspeed will be considered an asset

## **Compensation and Benefits:**

- Competitive pay based on experience
- Educational assistance
- Opportunities for advancement

If you are interested in applying for this position, please submit your resume and cover letter to: [employment@oakislandmb.ca](mailto:employment@oakislandmb.ca) with the subject line: Accounting / Administrative Coordinator

We thank all who apply and advise that only those selected for further consideration will be contacted.

