



S U M M E R H O U S E

## **ACCOUNTING CLERK**

### Job Details

We are looking for an energetic candidate to join the Summerhouse at Harmony Hall team to perform routine clerical accounting duties within a fast-paced accounting department, while adhering to established accounting standards

### Job Skills and Essential Functions

- ❖ Filing financial records
- ❖ Reconciling bank statements with the general ledger
- ❖ Updating and maintaining accounting databases
- ❖ Observing inventory counts and processing backups
- ❖ Assist in year-end audit requests
- ❖ Assist with purchasing/costing of menu items
- ❖ Execute accurate reporting, filing, and database management in multiple systems Secures financial information by completing database backups, keeping information confidential

### Requirements

- ❖ Experience in working in the hospitality based companies is an asset
- ❖ Knowledge of basic financial, tax, and accounting principles
- ❖ Minimum 2 years accounting experience
- ❖ Must have the ability to communicate effectively
- ❖ Experience in accounting software
- ❖ Maintain a professional manner at all times.
- ❖ Can communicate well with team members and guests
- ❖ Must be a team player
- ❖ Strong organizational skills with attention to detail.
- ❖ Ability to compile facts and figures.
- ❖ Ability to operate personal computers and calculators.



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Interested applicants must send resume to [hamiltonjodiann1@gmail.com](mailto:hamiltonjodiann1@gmail.com)