

ACCOUNTS RECEIVABLE COORDINATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#long-term;#
Availability Requirements	;#40 hours per week working regular office hours (8:30 to 5:00).;#
Level / Salary Range	TBD
Years of Experience	
Position Area	
Date Job Posted	12/12/2018 12:00:00 AM
Application Deadline	1/12/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/accounts-receivable-coordinator-2/ Applications received via email will be redirected to the website
Job Description	<p>Join one of Whistler’s largest hotels in this Accounts Receivable Coordinator position. This a great opportunity for someone with strong attention to detail, who loves numbers and wants an entry into the accounting world. Offering advancement and further educational opportunities, extended health benefits, and a life and leisure package.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> - Coordinator liaises with all departments of the hotel and clients to ensure accurate and timely billing of our services to our tour and group clients. - Ensure the hotel’s credit policies are adhered to, that accounts receivable are collected within terms and that the hotel’s exposure to bad-debt risk is minimal. - Reconcile all House Accounts daily & set up new Accounts. - Process Credit Applications & set up approved Billing Accounts. - Track, Post and log all Cheque and Wire Payments. - Research and reply to client Billing Inquiries.

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	<ul style="list-style-type: none"> - Investigate all credit card Chargeback Notices from our credit card partners. - Prepare and send Invoices for tour, third-party and group travel. - Maintain accurate Group Files for upcoming events through to payment of account; monitor group account whilst in-house. - Attend weekly Group Resume Meetings. - Calculate all Group Commission as contracted. - Monitor Accounts Receivable Aging and telephone/email clients where necessary to collect. - Month end reporting.
Accessibility	
Desired Qualifications and Experience	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - Preference would be given to candidates with one or more years of experience in Accounting or Hotel Administration role. - Detail-oriented and ensures accuracy. - Excellent time management skills to achieve reporting deadlines. - Knowledge of hotel accounting systems an asset. - Experience with Excel, Outlook and/ or Adobe Acrobat is an asset. - Ability to work with clients and co-workers in a courteous and friendly manner. - Effective communication and problem-solving skills a must. - Experience working with a Property Management System would be beneficial. - Experience working with financial programs would be beneficial (ex. Oracle, AccPac). <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full time, long-term, 40 hours per week working regular office hours (8:30 to 5:00). - Excellent entry-level career role offering growth and advancement opportunities. - Educational incentive, great for someone wants to work towards their accounting designation. - Salaried position based on skills and experience. - Life and leisure package plus extended health benefits. Discounted monthly gym/swimming pass. - Hilton Worldwide hotel discounts, food discounts in our outlets, free lunch each day worked.
Opportunity Type	?