

Bookkeeper

About the Position

Employment Type: Full Time

Positions Available: 1

Start Date: As soon as possible

Starting wage: Based on experience – please state expectations in your application

Primary responsibilities:

- Daily sales reconciliations.
- Manage all accounting operations including billing, accounts receivable, accounts payable and general ledger.
- Prepare and process invoices and payments.
- Reconcile bank statements.
- Prepare monthly, quarterly, and annual financial statements.
- Assist in budgeting and forecasts.
- Calculation and filing of government remittances.
- Payroll processing.
- Support month-end and year-end close process.
- Maintain and strengthen internal controls.
- Support leadership team with other projects as needed.

The ideal candidate will:

- Has a demonstrating working knowledge of accounting principles and processes.
- Is proficient in Microsoft 365.
- Has high attention to detail and accuracy.
- Has the ability to communicate and meet deadlines.
- Has previous bookkeeping experience.
- Has previous experience using Sage 300.

This is a full-time position with lots of room to grow. We offer competitive wages, benefit and pension plans, subsidized meals, fuel discounts, professional certification programs, opportunities for advancement and much more.

Interested candidates are encouraged to [Apply Online](#) or by application or resume to:

The Russell Inn Hotel & Conference Centre
Attn: Leanne Bily – Human Resources
Box 578

Russell, MB R0J 1W0

Phone: 204.773.7512

Fax: 204.773.7516

Email: leanne@russellinn.com

Strong consideration will be given to underrepresented groups including but not limited to: youth, senior, Aboriginal, New Canadians, and those with disabilities.

APPLY ONLINE NOW!

[Print & fax application](#)

We will accept out of country applicants but only with a Bachelor of Accountancy degree and recent, AND practical applied experience that is current. In-Canada relevant experience is an asset.

If you are a Visitor in Canada, we do NOT have LMIA's. If you are currently working in Canada as a temporary foreign worker, have a valid English test, and wish to apply, please do so by sending your English test, current work permit, and updated resume to russellinnrecruitment@gmail.com. Incomplete applications will not be reviewed.

About us. The Russell Inn Hotel & Conference Centre is a year-round, first-class facility that has been providing a wide range of hospitality services to our local community, as well as thousands of travellers, skiers, and conference guests for over 50 years. Our hotel has 122 rooms between three properties, indoor pool, waterslide and hot tub, conference centre, restaurant, Pizza Hut Express, Subway Sandwich store, Tim Hortons with drive-thru, pub, convenience store, Esso gas bar and beer store all on site. We employ approximately 130 staff. We are also the founder and majority owner of Assessippi Ski Area & Resort.

What it's like to work here. We are committed to providing both exceptional customer service to our guests and a great work environment for our staff. At work, we strive to make our customers feel like guests in our own home by going the 'extra mile' whenever we can. We like to have fun at work while still maintaining the structured environment that our high level of professionalism requires.

The experience and work setting we offer is truly unique as we offer many of the same perks as a larger company, but instead with a more personal touch in a friendly, comfortable and welcoming environment.

What we look for in an employee. Our approach is 'hire for attitude and train for skill.' This doesn't mean we don't look for experience! It means that we look for those people who understand the service culture and that the guest comes first, always. These people SMILE, are mature, outgoing, and have a great work ethic. We look for people who are energetic, have a sense of humour, and have fun at work while excelling at their jobs. If this sounds like you, you should apply now!