



## **Position Available: Seasonal Accounting Clerk**

HEY... how are YOU? Hope you are having a great DAY today! We appreciate you taking a little bit of TIME out of what is likely a BUSY day for you, to read about an OPPORTUNITY that we have. Are YOU scrolling through JOBS waiting for one that can provide you this:

- The best summer of your life meeting and working with incredible people from all over the world
- A chance to get to try new activities and keep doing fun ones that you love to do in the mountains
- Have a chance to live on your own with private accommodation
- An opportunity to be part of an amazing culture of team members that #makethetime
- Develop some amazing life skills like connecting and engaging with people, communication, decision making in a fast-paced environment, responsibility and team work all which will help you in any job path you choose to pursue

Then you should keep reading.....

Actually, maybe it is better to call it an experience...a once in a lifetime opportunity to do something really cool with your life that will take you to one of the most beautiful places in the world to have the chance to be surrounded by like-minded people who are passionate about creating extraordinary experiences for our guests and for our team.

Kananaskis Country Golf Course is quite simply a special and different place. Literally and figuratively, it is a breath of fresh air. What makes it so special? Certainly, our setting doesn't hurt! We are located in the middle of the spectacular Canadian Rockies about 55 minutes west of Calgary and 45 minutes from Banff; paradise if you are the kind of person who enjoys a fun environment surrounded by nature, tremendous hiking, kayaking, rollerblading, and camping. But the setting doesn't even begin to tell our story. The secret to this special place for over 35 years has been our team! Incredible people like you who understand the power of connection and paying attention to the details that show people that you #makethetime for them!

So, what do you think so far? Does this place sound interesting? Is your gut telling you to read on and find out more about what we are looking for? Is it intrigued by the fact that this job posting isn't like most others that you have read before? Let me tell you the gist of what we are looking for. In a nutshell, we need givers - not takers. We need people who crave connection, are passionate about people, love being busy, and aren't scared to get off their phone and try something new...

Our CULTURE is something we call #makethetime. It is our rallying cry, our mantra, and our reason for being in business. What does it mean and why is it so important to you? Two reasons:

1. Have you ever made someone feel special, appreciated or acknowledged? That feeling that you get inside when you go above and beyond for someone and how good it makes you feel is what we are all about. How can we teach you how to do this more? Because I am sure you would like to feel this way everyday! Well, we have literally HUNDREDS of opportunities everyday to get this juice. And we want to give you the tools and put you in a position to do it!
2. There are so many distractions in this world that take you away from the things that are most important. Would you #makethetime for this:

<https://vimeo.com/779692934>

So, down to the nitty gritty, what is this long-winded Job posting for?

## **Position Summary**

Kananaskis Country Golf Course is looking for an extraordinary person to join our team in a seasonal, full-time Administrative and Accounting Assistant role. This position, reporting to the Controller but in support of all departments, is responsible for reception duties (reception desk, phone calls and emails), administrative duties (filing, administration functions) and accounting functions, including daily cash reconciliations, payables, and receivables duties during the golfing season.

## **Primary Responsibilities include:**

- General office administration (office reception, customer inquiries and support)
- Reconciliation of daily cashout reports from all departments and balancing to credit card and bank postings
- Input of payables, journal entries and other transactions into our accounting systems

## **Requirements/Experience:**

- Experience with office administration duties
- Experience with Accounting software (preferably QuickBooks and Dext)
- Computer proficiency (Excel spreadsheets, Outlook email, Word, Powerpoint)
- Familiarity with Golf/Retail/Food and Beverage programs will be an asset but not mandatory
- Focused on delivering high levels of service and responding to all inquiries/requests in a professional manner and with a sense of urgency

- Demonstrated skills in time management, planning, organization and problem solving
- Confident, energetic with the ability to proactively communicate with staff at all levels
- Excellent communication skills
- Self-motivated
- Able to maintain confidentiality/privacy of information

**Benefits/Salary:**

- Seasonal full-time position (April 1 to October 31).
- Golf, food and retail discounts
- Staff accommodations can be arranged if needed (at a cost)
- Wage range \$16 to \$18 per hour, depending on experience

If you are looking to be part of a family and be a part of an organization that believes in thinking outside the box, doing the right thing, and providing an incredible experience for our team and our guests, then why don't you follow your gut and put your name up for this position! We are looking for like-minded people who want to help us create an environment that is warm, friendly, fun, and filled with gratitude! All that...and you get to work in one of the most beautiful places on earth!!!

I look forward to seeing your resume and learning more about you to see if working together will be a great experience for both you and our operation! Thanks for making the time to read this job posting and submitting your resume! I look forward to talking to you soon.

All the best

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COVID-19 considerations:

We follow all current health restrictions

Expected start date: 2023-04-01