

DEPARTMENT: ACCOUNTS
POSITION: CASH ACCOUNTING CLERK

DUTIES:

- counting and reconciling cash floats for Food Services, Gift Store and Admission Gate
- reconciling daily cash, credit cards and vouchers to sales
- investigating discrepancies with the cash received and daily sales
- preparing Canadian and US dollar bank deposits
- preparing various sales and statistical reports
- entering data in Excel
- other duties as required

REQUIREMENTS:

- ability to work well in a fast-paced, team environment
- good analytical and organizational skills
- strong attention to detail skills
- accuracy and speed counting cash
- basic accounting training and/or skills is desirable
- experience working with Excel software
- working experience at The Gardens is an asset
- ability to lift and carry heavy float bags and boxes of coins

Further details will be included in a letter of employment or contract.

WORK SEASON:

This is a part-time seasonal position with the possibility of full-time hours by summer. Work will commence in May or possibly earlier and include Saturdays, Sundays and some evening shifts until 6pm.

Please submit a resume and cover letter to the Human Resources department by **Tuesday, March 19, 2019**.

Apply through our website or mail

The Butchart Gardens Ltd., 800 Benvenuto Ave, Brentwood Bay, B.C. V8M 1J8

Email: hr@butchartgardens.com,

Ph. 250-652-4422 Fax. 250-544-4455