

Date Posted: April 11, 2022

TO ALL STAFF

The Butchart Gardens is looking to fill the following position:

**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
- ability to lift and carry float bags and boxes of coins

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

WORK SEASON:

This is a seasonal position that is part-time with the possibility of full-time (30-40 hours) by summer. Work will commence in May or possibly earlier and may include Saturdays and Sundays.

Please submit a resume and cover letter to the Human Resources department. The Butchart Gardens Ltd., 800 Benvenuto Ave, Brentwood Bay, B.C. V8M 1J8 or hr@butchartgardens.com, Ph. 250-652-4422 Fax. 250-544-4455