

Date Posted: April 23, 2024

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

WORK SEASON:

This is a seasonal position commencing in May or June and will include some Saturdays and Sundays. Wage starting from \$22.46, depending on qualifications of the candidate.

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; Fax: (250)544-4455 or email: hr@butchartgardens.com,

We sincerely thank all those who apply, however, only those short-listed will be contacted.