

# WORKING @ WHITE OAKS

JOB POSTING

**DEPARTMENT:** Finance  
**POSITION:** General Accounting Specialist – full time  
**POSTING DATE:** January 25, 2019

## QUALIFICATIONS:

- Minimum of 2-3 years' experience in general accounting; payable or receivables required
- Post-secondary diploma/degree in Accounting/Business or equivalent related experience
- Knowledge of basic and fundamental standards of Accounting
- Excellent computer skills with sound knowledge of Microsoft Office [word, excel, powerpoint etc]
- Excellent communication both verbal and written
- Ability to multi-task in a high demanding, high pressure and fast paced environment.
- Must have attention to detail and high degree of accuracy, integrity and confidentiality
- Team player with excellent organizational skills
- Demonstrates initiative, enthusiasm and self-motivation
- High energy, outgoing personality with strong – professional interpersonal communication skills
- Ability to handle sensitive and confidential information
- Ability to deliver exceptional customer service

## RESPONSIBILITIES:

The successful candidate will be responsible to administer and oversee the credit and collections of the club memberships. Additional duties will include handling all club member inquiries of membership charges and monthly membership fees, membership entry into club software, administration and accounting of complementary and contra memberships and the preparation of daily sales reports.

## HOW TO APPLY:

**Applicants can submit their resumes by mail to:**  
253 Taylor Road, SS4 Niagara-on-the-Lake, Ontario, L0S 1J0  
**Or by fax to:** 905-704-5627

**Or submit a Word or Acrobat file via email to:**  
[humanresources@whiteoaksresort.com](mailto:humanresources@whiteoaksresort.com)

White Oaks is a leader in service excellence dedicated to improving human and business performance by providing innovative and sustainable experiences in an atmosphere of distinct luxury.

White Oaks Conference Resort & Spa is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department if you require any accommodation throughout this process.

We thank all applicants however only those selected for an interview will be contacted.



WHITE OAKS  
RESORT & SPA

Niagara-on-the-Lake