



## **Kingsbridge Management Ltd.**

### **Accounting Manager**

Founded in 2015 to help boutique and luxury hotel owners manage their assets, Kingsbridge Management have decades of International luxury and boutique hotel experience and a proven track record of reinvigorating accommodations. ***“Redefining the luxury hotel experience”***

We are growing our corporate team. It is an exciting time to be a part of building a unique product and expanding in Canada and over seas.

### **Kingsbridge Management Core Values:**

**Warmth in Hospitality**-From pre-arrival to post departure, every guest encounter enriches their sense of belonging and connection with our properties. We allow our guests to feel comfortable through natural friendliness and warmth. We actively anticipate ways to enrich their stays while maintaining an alert but relaxed service position.

**Innovation**-We continually seek ways to learn and grow; initiating action and results which contribute to our special places. We are creative in producing profitable outcomes, encouraging an open exchange of ideas. We thrive in our ability to effectively bounce back from adversity and adapt to sudden change. We remain optimistic, curious, and solution focused.

**Being of Service- to our owners, associates, and community**-From corporate to hotel specific initiative, each of our properties actively support communities we operate in. We achieve this through sponsorship, volunteering, donations, and fundraising.

All managers and supervisors support the growth, development, and well-being of associates. We actively coach and mentor each other towards continual professional improvement.

All associates contribute to the growth and well-being of each other by respecting and valuing the diverse and unique contributions we each make.

**Integrity**-We create a positive work environment by building trust and open communication among our coworkers. We do what we say and communicate when we cannot. We demonstrate trustworthiness and transparency in both our words and actions. When we make a mistake, we share our learning with others.



**Position Summary:** *The Accounting Manager* is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position will be involved in the financial operations and month end process at Kingsbridge Management Corporate. You will take responsibility for the management of the small accounting department, including but not limited to month end journals, revenue reconciliation, accounts receivable, accounts payable, and payroll. Under the direction and support of the **Corporate Controller**, the responsibilities for this position include but are not limited to:

**Responsibilities:**

- Reconcile revenue daily and follow up on discrepancies;
- Process accounts receivable invoices, send statements and follow up on late payments;
- Review time-sheets and enter payroll information into the payroll software
- Review the cash reconciliation and invoice entry of night auditor
- Enter supplier invoices into the accounting software, review for accuracy against purchase orders and approvals and filing once processed
- Prepare and enter month end journals;
- Answer queries from external clients
- Work and align with other Kingsbridge properties
- Ensure accounting policies and procedures are in place and operating effectively
- Any other duties as assigned

**Knowledge, Skills, Abilities and Education:**

- A Bachelor's degree (or equal) in accounting;
- At least 3 years' experience in an accounting department, with supervisory or management experience an asset;
- Experience with multiple accounting and payroll systems
- Moderate to advanced proficiency in Excel, including formulas, pivot tables, and data manipulation
- Able to manage multiple tasks and priorities;
- An ability to communicate effectively and professionally with the team.

If you would like to join our team, please submit your cover letter and resume through this posting. Due to the high volume of applicants only those chosen for an interview will be contacted directly. • Principals only. Recruiters, please don't contact this job poster. • Please do NOT contact us with unsolicited services or offers.