

Accounting Technician
Downtown Ottawa Hotel
Full-Time | Permanent | \$65,000/year

Seeking a detail-oriented and reliable **Accounting Technician** to join our team. This role is ideal for a finance professional with strong accounting knowledge and a background in hospitality or a fast-paced environment.

As an Accounting Technician, you will play an important role in supporting the day-to-day financial operations of the hotel while ensuring accuracy, compliance, and efficiency across all accounting functions.

Key Responsibilities:

- Manage accounts payable and receivable processes
- Reconcile daily deposits, including credit card transactions
- Review and verify daily revenue to ensure accuracy
- Process invoices, monitor purchase orders, and prepare payments
- Support month-end processes, including reconciliations and inventory checks
- Collaborate with department heads to resolve accounting issues
- Coordinate and oversee night audit processes
- Assist with payroll verification and reporting
- Participate in meetings and support special projects as needed

Qualifications:

- Minimum 7 years of experience in accounting or hospitality
OR
Post-secondary education in Accounting, Business, Hospitality, or a related field with at least 3 years of relevant experience
- Strong understanding of accounting principles and financial procedures
- Experience in the hotel industry or with major hotel brands is an asset
- Proficiency in Microsoft Excel and accounting software (SAGE preferred)
- Familiarity with systems such as FOSSE, MICROS, Employer D, or Adaco is an asset
- Strong communication, organization, and problem-solving skills
- Ability to manage multiple priorities in a fast-paced environment
- Bilingualism (English/French) is an asset

What We Offer:

- Competitive salary of \$65,000 per year
- Stable, full-time permanent position
- Opportunity to work in a dynamic hospitality environment
- Collaborative and professional team culture

If you are a motivated accounting professional looking to grow your career in the hospitality industry, we encourage you to apply.