



Our Vision:

"Hidden Valley Highlands Ski Area and Muskoka Ski Club provide a safe, fun Resort for our members, guests and our employees, bringing them back year after year."

Bookkeeper – Hidden Valley Highlands Ski Area, Huntsville, Ontario

The Muskoka Ski Club at Hidden Valley Highlands Ski Area is currently searching for a Bookkeeper Manager which is a key management position that works daily with other Managers and members of our team to ensure accurate and timely bookkeeping entries and reporting for the ski resort.

Incorporated in 1971, the Muskoka Ski Club (MSC) is one of Ontario's most established ski resorts and a hidden gem located at Hidden Valley Highlands Ski Area in Huntsville, Ontario. MSC is steeped in a tradition of providing families with exceptional ski experiences in a warm and family friendly atmosphere creating a lifetime of skiing and snowboarding memories.

Roles and Responsibilities

- Reports to the General Manager
- Accounts payable and receivable
- Payroll and associated returns
- Bank reconciliations
- Daily deposits and reconciliations
- HST preparation and filing
- Accounting to trial balance
- Preparation of audit documents
- Maintaining Member accounts and files
- Responsible for maintaining the Point-of-Sale content accurately

Job Requirements and skills

- Working knowledge of standard bookkeeping procedures, government reporting and payroll
- Will have intimate knowledge of the products and services offered at HVHSA.
- The ability to demonstrate excellent interpersonal and communication skills.
- Organizational, time management and problem solve skills are essential to be effective in this position.
- During peak volume days the Bookkeeping Manager will be asked to assist in Sales Areas as required.
- In consultation with the General Manager, the Bookkeeping Manager has decision-making authority that lies within the budget, policies and procedures for HVHSA.
- College Diploma or University Degree or related field experiences.

Terms of Reference

- Full-Time Year-Round Position.
- Salary is commensurate with experience and credentials.
- Work weekends and holidays throughout the winter.
- Extended hours as required.
- Performance review after 90days and annual written performance review in May.

Please forward all resumes to the General Manager, Andrew Rusnyk, via email to bookkeeping@skihiddenvalley.ca.

Candidates must be legally employable in Canada to be considered for employment.

Criminal record check will be required.

Muskoka Ski Club welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only those applicants who are chosen for interviews will be contacted. We thank all for your interest.