



Title: POS (Point of Sale) Administrator/Accounts Receivable

Reports To: Accounting Manager

Job Type: Permanent, seasonal position (Oct-April)

Overview: Mansfield Ski Club is a private ski area located in Dufferin County, just south of Creemore. With a team of just over 240 full-time, part-time and seasonal employees, our club prides itself on its commitment to community, workplace culture and always great days.

We are seeking a dependable, detail-oriented individual who is a team player and comfortable working collaboratively with other departments and communicate effectively with management. The ideal candidate would have 5+ years experience in Accounts Receivable and POS system programming/maintenance (JONAS Club Management Software preferred). Payroll processing experience would be considered an asset.

Skills & Knowledge

- Fundamental accounting skills and demonstrated POS systems knowledge a must
- Strong computer skills including Microsoft Office
- Fundamental accounting skills and POS systems knowledge
- Ability to troubleshoot basic computer and office equipment issues
- Superior attention to detail and organizational skills with the ability to deliver high-quality work while multitasking and meet shifting priorities.
- Strong communication/interpersonal skills with colleagues, members and our guests

Administrative Responsibilities include, but are not limited to:

- Reconcile daily cash receipts to POS sales reports, including processing voids and other adjusting entries
- Program and maintain POS sales items, pricing and tracking inventory
- Prepare bank deposits
- Invoicing
- Answer telephone calls and direct them accordingly
- Maintain staff and member databases, issue member and staff pass cards
- Process and maintain monthly Credit Card and Bank PAP payments
- Generate and maintain reports for management as required
- Ordering and maintaining supplies
- Event registration
- Participate in all training with regards to equipment and technologies available
- Processing of bi-weekly payroll data as required

Wage commensurate with experience.

Please submit your resume to jobs@mansfieldskiclub.com Attn: Tiina Jarve