

ACCOUNTANT

Job Type: Full time
Start Date: Immediately
Location: Toronto, ON, Canada

DELSUITES Inc., a division of TRIDEL, is the largest and most highly recognized corporate housing provider in the Greater Toronto Area. As a young and dynamic company, DelSuites manages extended stay furnished condominiums, as a hotel alternative in residential buildings across Toronto and the GTA for 30 nights or longer.

Main responsibilities

1. Validate email information from sales department ties to the reservation system.
2. Generate clients' invoice for accommodation and incidental charges.
3. Update invoice information in Invoice Summary & related schedules in Excel format.
4. Process credit card payments from virtual credit card terminal.
5. Update payment receipt report & schedules.
6. Email invoice to clients.
7. Prepare payment receipt to clients.
8. Post entries for received payment and update schedule.
9. Maintain and update clients' deposit accounts.
10. Arrange refund cheques to clients' for Security Deposit or Pre-payment.
11. Update commission schedule for accounts payable and receivable.
12. Arrange commission payable invoice for approval and issue payment.
13. Maintain Accounts Receivable outstanding report and initiate collections on past due accounts.
14. Update TV, telephone and other incidentals charges in Invoice Summary schedule.
15. Ad Hoc – send statement & payment schedule as per client's request.
16. Monitor and transfer funds between credit card bank account to operating bank account.
17. Suite count inventory tracking.
18. Process and reconcile monthly rental payment to owners.
19. Reconcile revenue in both reservation and accounting system.
20. Generate invoice and process bill payment for network booking reservation.
21. Support and oversee virtual accountants.
22. Assist annual budget process – rent budget.
23. Provide support for software integration, data migration and data validation.
24. Provide year end rental payment and expense report to owners.
25. Loading annual budget data to DelPlus Reservation System.
26. Run and download various month end reports from DelPlus Reservation System.
27. Prepare month end manual journal entries to post revenue, unearned revenue, incidental charge, AR to Quickbook.
28. Reconcile and investigate when month end AR & unearned revenue amount are not balance.
29. Communicate with programmer to enhance & improve DelPlus' accounting functions such as: Client sale credit, payment receipt screen, commission, trigger report, email invoice, outstanding reports.
30. Prepare insurance suite count list to AON and Atrens Counsel as required.
31. Email certificate of insurance to owners joining the DelSuites landlord group insurance.
32. Modify month end financial report templates.

ACCOUNTANT (CONTINUED)

33. Loading monthly budget data to month end report.
34. Assist annual budget process – loading Occupancy %, ADR, suite count, maintenance revenue, parking and locker, insurance recovery.
35. Prepare & reconcile DCRI Master cards reimbursement.
36. Back up Head office accountant for bank reconciliations, post AP, issue cheque payment, filing HST return, prepaid expense and accrual reconciliation.
37. Back up DCRI trust accounting Work Order AR and AP, issue vendor cheques, set up owner portal accounts.
38. Prepare and mail annual NR4 slips to non-resident owners (require to prepare for DCRI landlords).
39. Assist to prepare lead schedule (unearned revenue) for year end return.
40. Reconcile suite count, insurance and furniture ownership in Reservation System with Excel files
41. Ad Hoc projects or tasks to be assigned by Director of Accounting.
42. Prepare and submit monthly rental payment to Qwest's and Icon owners.

The ideal candidate should have/be:

1. 4 Years of accounting experience. Hospitality experience is preferable.
2. Proficient with Microsoft Excel and QuickBooks.
3. High degree of accuracy and attention to detail.
4. Proficient with Microsoft Excel and QuickBooks.
5. Ability to work within a fast paced environment with minimal supervision and work well under pressure to meet deadlines.
6. Strong organizational and problem solving skills.
7. Good verbal and written communication skills.
8. Ability to work as part of a team.

Interested?

If you are interested in this exciting opportunity based in Toronto, Ontario, please send a cover letter and resume to recruiting@DelSuites.com.

We invite all qualified candidates to apply. We thank all those who apply. Only those selected for an interview will be contacted.