



White Spot Limited Job Opportunity Finance Representative

White Spot Limited is headquartered in Vancouver, British Columbia and serves more than 17 million guests annually from its two White Spot Hospitality brands, White Spot and Triple O's, which operates restaurants in British Columbia, Alberta, Asia, and soon to be operating in Ontario. White Spot is proud to be recognized as one of Canada's Best Managed Companies for ten consecutive years, achieving Platinum status.

White Spot is currently looking for a **FINANCE REPRESENTATIVE** team member for its Finance department. The position is a permanent, full-time position. At White Spot, if you aren't directly serving our guests, you are supporting someone who does. The successful candidate will thrive in an office where the people are friendly but focused!

SCOPE OF POSITION

The Finance Representative reports to the Finance Manager and is responsible for daily capture and processing of transactions. You will work closely with our current Finance Representatives and are expected to have a solid understanding of accounting concepts.

KEY RESPONSIBILITIES

- Sales
 - Reviewing, reconciling, recording daily transactions for corporate restaurants (settlements, receivables, gift cards, transfers, inventory, paid outs)
 - Communicating directly with corporate managers to resolve transaction issues and provide guidance on accounting procedures
- Payables
 - Coding invoices
 - Data entry
 - Vendor reconciliations
 - Communication with outside vendors and restaurant managers
- Journal Entries
 - Preparing weekly & period end adjusting entries
- Filing, temporary reception relief and other duties as required

KEY ATTRIBUTES

- High level of attention to detail
- Work well under pressure and tight deadlines
- Excellent communication and relationship building skills
- Excellent organizational skills
- Team player

SKILLS AND EXPERIENCE REQUIRED

- Previous accounting work experience
- Microsoft Office (Excel a must)
- Data entry speed and accuracy (alpha and numeric)
- Strong written and verbal communications skills including an effective command of the English language

If you are interested and qualified, we'd love to hear from you. Please email your resume, cover letter & salary expectations to: careers@whitespot.ca. Our thanks to all applicants for their interest; however only those candidates selected for further consideration will be contacted.