

Administrative Accounting Clerk



Company Description

Located just 20 minutes north of downtown Ottawa in the scenic Gatineau Hills, Mont Cascades is a premier four-season family resort. Recognized as the go-to ski destination in the National Capital Region, the resort offers 21 runs, a snow school, private lessons, and a variety of winter sports opportunities for all levels. In addition to skiing and snowboarding, Mont Cascades features a family-friendly waterpark with slides, attractions and spacious picnic areas, making it a year-round destination. Guided by core values of safety, respect, teamwork and customer service, Mont Cascades is committed to delivering an exceptional guest experience. With ongoing investments and expansion plans, the resort continues to build on its vision of becoming a dynamic, world-class destination for families and outdoor enthusiasts.

About the Role

Under the supervision of the Financial Controller and in collaboration with the Human Resources team, the Administrative Accounting Clerk provides daily administrative and accounting support. This person assists in managing accounts payable and receivable, prepares invoices, enters data in Sage, and supports HR administrative processes related to employee records



Key responsibilities

- Enter and code supplier invoices in Sage;
- Prepare and follow up on supplier payments (cheques, deposits, transfers, etc.);
- Prepare client invoicing (groups, events, various services) and ensure proper tracking of received payments;
- Participate in bank reconciliations and the preparation of accounting reports;
- Verify, classify, and archive administrative and accounting documents;
- Provide administrative support to the Human Resources department, including updating employee files, preparing letters, and managing forms;
- Collaborate with managers regarding expense approvals and purchase order management;
- Contribute to the continuous improvement of accounting and administrative processes.



Essential Qualifications

- Hold a DEP, DEC or equivalent training in accounting, administration, or office management;
- Possess 1 to 3 years of experience in a similar position;
- Demonstrate proficiency with Sage software and the Microsoft Office Suite (Excel, Word, Outlook);
- Have a good understanding of HR administrative practices (an asset);
- Show rigour, discretion, and strong organizational skills;
- Ability to manage multiple tasks simultaneously while meeting deadlines;
- Bilingualism (French and English), both spoken and written, is required.

Working Conditions

- Permanent full-time position (schedule may vary depending on the season);
- Daytime schedule, Monday to Friday;
- Salary based on experience;
- Dynamic work environment, within a growing four-season company.

Why Join Us

Mont Cascades is a premier four-season destination for families and outdoor enthusiasts. Joining our team means being part of a dynamic and passionate work environment where creativity, teamwork and innovation are valued. We offer the opportunity to contribute to an organization that has a strong reputation in the National Capital Region and is committed to delivering exceptional recreational experiences.

How to Apply

Interested candidates are invited to submit their resume and a letter highlighting their relevant experience and qualifications at jgoulet@montcascades.ca. Applications will be reviewed on an ongoing basis until the position is filled. Only successful candidates will be contacted.

