

# Accounting Intern/Co-op, Student Position - UNPAID



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**The Fairmont Royal York**

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**Location:** CA - ON - Toronto

**Date Posted:** 15-May-2013

**Company Name:** [The Fairmont Royal York Hotel](#)

**Contact Type:** Employer

## Job Details

**Job Description:** Accounting Intern/Co-op Student - UNPAID position

The Accounting Internship ? student position will allow the successful candidate to gain a better understanding of the Accounting day to day functions. The role of Accounting Internship will be to assist the Accounting department while optimizing the learning abilities of the student.

**Hotel Overview:** Located in the heart of downtown Toronto, The Fairmont Royal York is within walking distance to the business and theatre districts and the city's best shopping and dining. Having hosted more than 40 million guests since it opened its doors in 1929, The Fairmont Royal York continues to represent the epitome of hospitality. With 1365 guest rooms, 70,000 square feet in 34 conference and banquet rooms, and over 1200 colleagues, The Fairmont Royal York depicts the elegance of its past while providing the finest conveniences for today's travellers.

**Summary of Responsibilities:**

Reporting to the Senior Accountant, responsibilities and essential job functions include but are not limited to the following:

- \* Pull back up for compilation of group bills
- \* Check Banquet charges for accuracy and report any discrepancies
- \* Using new billing process ? put together accurate bills for clients
- \* Send out bills within corporate timeframe requirements
- \* Respond to guest and/or staff phone messages/emails within corporate timeframe requirements
- \* Make adjustments to bills as required while adhering to SOX requirements
- \* Assist Credit Manager in follow up and collection of outstanding accounts
- \* Punctually respond (within 8 hours) to inquiries of guests and staff and to comply with reasonable special requests
- \* Apply credit card and payments by cheque to guest accounts
- \* Insure accurate application of payments to accounts
- \* Understand and adhere to all policies and procedures contained in the Finance and Accounting Policy and Procedures Manual section 24 and section 25
- \* Attend monthly Credit Meetings
- \* Accounts payable invoice processing
- \* Account general ledger coding
- \* Accrual status review and monthly check
- \* Cheque runs
- \* Perform any other reasonable duty as required

- Requirements:**
- \* Diploma in Hospitality or in the process of completing
  - \* Ongoing participation in group billing project and knowledge of new group billing project
  - \* Knowledge of Corporate Accounting policies and procedures
  - \* Hospitality Accounting knowledge
  - \* Advanced Microsoft Excel spreadsheet knowledge
  - \* Mustbe covered with WSIB through current school

## Additional Details

**Bonus Plan:** No

**Work Permit Needed:** Applicants who do not already have legal permission to work in Canada will not be considered.

**Accommodation:** No

**Management Position:** No

**Entry Level Position:** No

**Industry Categories:** Hotel/Resort