



## Revenue Representative

Whistler Blackcomb's mission is to create the best memories for you... again and again!

### Why you'll love working in Finance:

- 9 day fort-night
- One of the highest paid entry level positions in the company
- Open office environment – work in team environment
- Opportunity to meet Professional, friendly, and passionate people
- Great opportunities for advancement
- Ability to develop soft skills such as teamwork and communication
- Work indoors away from outdoor elements

**Position Status:** Full Time (30-40 hours/week) Year Round, Hourly

### What you'll be up to:

#### Audit

- Verification of all revenue reported for one or more revenue generating areas (Guest Services, Sales, Retail/Rental, F&B)
- Generating feedback of cashout information to appropriate readers on a timely basis
- Pulling, mailing, and filing of paperwork for internal and external purposes
- Assisting Frontline staff with finance questions/concerns
- Communication between coworkers and other departments

#### Accounts Receivable

- Account management in the POS and Accounting system (RTP)
- Generate, match backup and mail customer invoices on a daily basis
- Pulling, mailing, and filing of paperwork for internal and external purposes
- Invoice collection calls
- Customer account reconciliation
- Customer query investigation
- Applying payments to customer accounts
- Communication between coworkers and other departments

### Qualifications:

- Accounting knowledge strongly recommended
- Knowledge of MS applications
- Previous office experience and ability to multi-task
- Previous experience in Intrawest (revenue-generating areas) an asset
- Team player with excellent communication skills

- Mature, responsible and takes initiative
- Well-organized with an eye for detail

**Reports to: Assistant Controller, Revenue**