



***Aspen Crossing is a gathering place providing guests an opportunity to have new experiences and create unparalleled memories for generations to come.***

*This is your chance to join a truly one-of-a-kind team, we are looking for*  
**Accounting/Payroll Administrator**

**About you:**

You are a hard worker who likes to be a part of something bigger! You are an experienced and large corporations and bookkeeping skill. You have excellent people skills and understand the importance of creating a memorable customer experience. You are reliable, patient and excel at juggling things when it gets busy without sacrificing service. Jumping in and lending a hand when needed is not a problem for you, you know it takes a team, and you know you are valued for your contribution!

**About the job:**

You will be responsible for managing financial records, ensuring accuracy in accounting practices, and providing valuable insights through account analysis. This role requires proficiency in various accounting software, including QuickBooks, ADP, Lightspeed and CheckFront and a strong understanding of payroll processes. This will include:

- Detail oriented and seek accuracy in all aspects of their work.
- Like consistency in day-to-day and enjoy routine.
- Thrive on following policies and procedures.
- Persistent and able to get things done.

**Requirements:**

- Recommended to have 3 years plus experience accounting and payroll
- Strong ability to analyze numbers and investigate variances
- High attention to details and accuracy
- Accounting best practices and regulatory changes for corporation bookkeeping
- Must have reliable transportation to travel to location.

**About us:**

Aspen Crossing is a truly unique customer service based destination located near the hamlet of Mossleigh, AB. From a campground, retail opportunities and dining experiences to their hallmark train experiences like the 'Train of Terror' and the 'Polar Express', Aspen offers it all. A destination for special events, including the Southern Alberta Music Festival, thousands of visitors flock to Aspen Crossing each year!

When you are hired at Aspen you have some flexibility to pick up shifts in any of the other departments or for any of the seasonal/special events that occur over the year. Let us tell you about all the different opportunities we offer year-round without having to look for a new job!

Learn more about us [Home - Aspen Crossing](#)

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*If this sounds like the place for you, please send your resume to*

[info@aspencrossing.com](mailto:info@aspencrossing.com)

We accept applications year-round! If you don't see a posting for the position you are looking for, please send us your resume anyways - we are always looking for our next amazing team members!