Full-Time Accounting Clerk

REPORTS TO: General Manager and Corporate Director of Finance

Pay Rate: $18-$21 per hour depending on education and experience
Working Schedule: Monday to Friday from 9am-5pm or 10am-6pm depending on the hotel’s needs

Position Summary: Assist in day to day finance operations. Primarily responsible for computing,
recording, collecting, analyzing and verifying numerical data for use in maintaining accounting records of
the financial operations of the hotel.
Additionally responsible for generating bills and collect all revenue owed to the hotel in an accurate,
timely manner in accordance with accounting policies and procedures.

Essential Responsibilities:
- To coordinate, verify, and balance revenues and receipts on a daily basis.
- Administrates all property level accounts receivable and accounts payable functions.
- Prepares and completes all other reports as assigned.
- Accurately inputs all daily revenues, receipts and ledger balances into daily report.
- Reconciles daily cash deposits and credit card transmissions.
- Bills A/R accounts daily, and follows up on any accounts within 3 days to ensure customer has
  received the invoice and does not have any questions. Follow up 30 days after the initial billing if
  payment has not been received.
- Enters invoices into accounts payable system on a weekly basis after verifying a purchase order
  received from the ordering department head and obtaining General Manager’s approval.
- Reconciles taxes daily and verifies all tax-exempt backup is on file.
- Any other job related duties as assigned by the General Manager or the Corporate Director of
  Finance.

Prerequisites:
- Strong organizational skills with attention to detail. Ability to compile facts and figures and
  interpret technical information as presented in mathematical or diagram format.
- Command of the English language both written and verbal when reporting financial information.
- Proficiency in MS Office, databases and accounting software.
- Aptitude for numbers
- [PREFERRED] Associate/Bachelor’s Degree in Accounting and some bookkeeping experience (6
  months to 1 year or more) and training will be provided.