



HOTEL CERRO JOB DESCRIPTION

Senior Accountant/Controller

Position Title: Hotel Cerro Senior Accountant/Controller

Reports to: Managing Partners/General Manager

Position Summary:

As a Senior Accountant/Controller, the position will liaise with Westpac HR and Insurance Support and External Accounting Company.

He/She will provide the Managing Partners/General Manager, and other management with accurate, timely and relevant financial data. Responsible for developing and managing the internal control functions to deliver exceptional guest service and financial profitability.

Duties and Responsibilities:

- In conjunction with operational department heads, ensure guests receive the best possible experience through troubleshooting and resolving all billing-related issues
- Represent the finance department at the daily department head briefing
- Manage all phases of Accounts Payable, Accounts Receivable, Inventory Accounting and Departmental Budgets
- Liaise with Westpac HR Support to ensure accurate and timely distribution of wages and salaries
- Preparation and publishing of timely monthly and year-end financial statements, including variance reporting
- Liaise with external accounting company to execute timely vendor payments
- Liaise with external accounting company for compilation of tax filings
- Manage and comply with local, state and federal reporting requirements where not performed by external accounting company
- Monitor and develop policies and procedures to maintain and strengthen internal controls
- Ensure physical inventories of all supplies are conducted monthly, and all operating equipment bi-annually
- Liaise with internal and external auditors in compliance with company requirements
- Liaise with Westpac HR Support and Hotel HR Manager on all matters of recruitment, training, supervision, disciplinary actions, reviews and terminations relating to the finance department
- Maintain files for applicable licenses, permits, contracts, etc.
- Liaise with Westpac Support in all matters relating to insurances
- Provide direction and support to hotel operational team in areas related to finance, financial reporting, internal controls and cost management
- Monitor, forecast and ensure adequate cashflows to maintain effective business operation

- Liaise with operational department heads to ensure appropriate taxation rates are applied within the various billing software (e.g. PMS, POS, Spa Software)
- Negotiate with credit card processing providers to achieve efficiencies in profitability, security and processes
- Effectively manage the accounting team through respectful communication, clear expectations, relevant training, productive coaching and appropriate performance management
- Participate in the rotational Manager-on-Duty program

Prerequisites:

- Strong verbal and written communication skills
- Thorough knowledge of hotel accounting principles and procedures
- Strong accounting software user and administration experience
- Proficiency with Microsoft Office Suite, Hotel PMS Systems (Maestro, Opera, etc.)

Education

- Advanced degree in accounting

Experience

- 5+ years of demonstrated accounting experience preferably in a hospitality environment