

## Grand Beach Hotel

Miami Beach, Florida

# JOB DESCRIPTION

<b>Position:</b>	Accounting Manager	
<b>Department:</b>	Finance/ Accounting	

### Job Summary

This position provides support to the Controller/Director of Finance in performance of activities related to daily operation of the Accounting Department and in preparing reconciliation's and reports

### Job Specifications

#### *Qualifications*

- ✓ Associates or higher degree in Accounting/Finance, Business Administration or equivalent
- ✓ Two years supervisory experience in Hospitality accounting environment
- ✓ Knowledge of computer software operating systems to include; Windows, Excel, Word, Accounting and Property Management Systems
- ✓ Working knowledge of basic office equipment operation
- ✓ Effective management, leadership, organizational and communication skills
- ✓ Ability to work flexible schedule to include weekends and holidays

### Job Duties

#### *Job Specific*

- ✓ Supports DOF/Controller's efforts related to supervision of Accounting Department personnel
- ✓ Assists in the preparation of financial reports, ledger reviews and forecasts
- ✓ Assists in the preparation of monthly financial statement
- ✓ Monitors daily activities of accounts receivable and payable to ensure accurate recording of information
- ✓ Assists in the gathering of financial data and materials related to operations, for purposes of analysis
- ✓ Provides support during annual internal and external audits
- ✓ Assists in the performance of the General Ledger review
- ✓ current with pertinent hotel information and activities
- ✓ Assists in preparing all reconciliation's of; bank accounts, balance sheets, fixed asset accounting operations
- ✓ Prepares credit card refund information for review by DOF/Controller
- ✓ Assists in the gathering of pertinent information necessary to prepare relevant journal entries for posting
- ✓ Assists in the preparation of monthly utility accruals and end of month journal entries
- ✓ Prepares tax and governmental reports, for review by DOF/Controller prior to payment/deposit
- ✓ Trains, appraises, coaches, counsels and disciplines personnel according to Grand Beach Hotel

- ✓ Follows New Hire Training program in accordance with hotel policy
- ✓ Monitors daily adherence to departmental and Grand Beach Hotel guidelines, policies and procedures
- ✓ Reviews daily payroll reports, maintaining labor cost within established budgetary limits
- ✓ Prepares department storeroom/purchase requisitions, ensures that operational cost are kept within forecasted budgetary guidelines
- ✓ Attends departmental meetings as required to communicate effectively with all accounting personnel to ensure that they are kept
- ✓ Other duties as assigned

***General***

- ✓ Promotes and applies teamwork skills at all times
- ✓ Notifies appropriate individual promptly and fully of problems and/or unusual matters of significance
- ✓ Is polite, friendly, and helpful to guests, management and fellow employees
- ✓ Executes emergency procedures in accordance with hotel standards
- ✓ Complies with required safety regulations and procedures
- ✓ Attends appropriate hotel meetings and training sessions
- ✓ Maintains cleanliness and excellent condition of equipment and work area
- ✓ Complies with hotel standards, policies and rules
- ✓ Recycles whenever possible
- ✓ Remains current with hotel information and changes
- ✓ Complies with hotel uniform and grooming standards