



Position: Staff Accountant

Updated: May 2021

Reports to: Director of Finance

Job Type: Full-Time

Location: One location (opening Spring 2022)

The Staff Accountant will assist the Director of Finance in the oversight and coordination of the Finance function of the resort to ensure accurate, timely and consistent reporting in accordance with policies and procedures, Federal, State and local laws and regulations. Position is responsible for the daily operation of Payroll, Accounts Receivable, Accounts Payable, Income Journal, General Cashiering, Taxes and internal controls.

Southall is a premier destination bringing nature, produce and people together in a powerful and unique way.

Responsibilities:

- The Staff Accountant is responsible for maintaining preopening accounting activities under the direction of the Director of Finance, including sorting, coding and processing invoices, preparing invoices for payment, updating excel worksheets, analyze discrepancies and unpaid invoices and maintaining vendor files.
- Staff Accountant is responsible for assisting the Assistant Director of Finance in maintaining the general ledger and balance sheet reconciliations, along with residential finance duties
- Staff Accountant is responsible for supervising other areas within the Finance Department under the direction of the Assistant Director of Finance, including payroll, accounts payable, accounts receivable, and accounting generalist in accordance with all related local and corporate policies and procedures.
- Good understanding of Month-End Process, including but not limited to preparation of financial statements, accruals and journal entries, inter-company entries, maintaining reconciliations for all balance sheet accounts in established corporate formats and in accordance with generally accepted accounting principles.
- Perform all daily, monthly, and other periodic accounting and financial reporting in an accurate and timely nature.

- Participate in the physical inventory counts and the subsequent accuracy of count, price, and valuation.
- Safeguard the cash assets through daily/monthly bank reconciliations, cash counts of all issued Banks, including general cashier, and reporting any discrepancies to the Assistant Director of Finance.
- Assist with month end adjustment journal entries and balance sheet reconciliations.
- Prepare periodic vacation and medical deduction audits.
- Prepare required backup or work papers in order to provide analysis and control over balance sheet and P&L accounts and to serve the purpose of internal and external audits.
- Supervise the daily accounting operations ensuring compliance with the SOPs and Federal, State and local laws and regulations.
- Analyze and reconcile all general ledger accounts and bank statements to ensure financial information is available and accurate.
- Prepare financial statements and reports to ensure accurate, timely information is available for management.
- Assist in the compilation and preparation of the annual budget, forecasts, taxes and other financial reports to provide support thus ensuring accurate, timely information is available for management and owners.
- Train, monitor and coordinate the implementation and maintenance of financial and cash controls and information flow throughout the other departments in the hotel to ensure compliance, accurate records and minimize liabilities, losses and expenses.
- Resolve problems and ensure maintenance of the accounting systems and equipment to ensure smooth operations.
- Analyze and be familiar with tenants, leases and rent reports and ensure hotel is in compliance with hotel leases and management contracts.
- Has a fiduciary responsibility to company and management.
- Assumes the responsibilities of the Director of Finance in his/her absence.
- Have a working knowledge of all areas in Finance to ensure that coverage can be provided for employees on vacation or leave.
- Be familiar with the program of records control, security, retention and disposal in accordance with hotel policy and procedures.
- Checks and reconciles General Ledger accounts and bank statements.
- Assists in training and supervising accounting staff. Schedules workloads and flow.
- Maintains mainframe computer and network including troubleshooting and installation of new programs and/or updates.
- Research guest questions; follows through within 24 hours.
- Schedules; follows through on monthly House Bank audits.
- Assists in preparation of tax returns.
- Monitors hotel operations to ensure compliance with all internal and Corporate policies.
- Assists in preparing forecasts and budgets.

- Prepares monthly financial statements, journal entries, accruals, and all accounting books.
- Assists Accounting personnel with work, when available.
- Performs other duties and responsibilities asked by Director of Finance based upon department needs.
- Match receiving records, purchase orders, requisitions, and invoices for proper encoding and approvals. Verify invoices versus purchase order/requisition for purchase as to items, specs, quantity and receipt
- Post the processed invoices to the computer in a timely manner to ensure that cash discounts are taken and penalty/late charges are avoided.
- Balance accounts monthly, process check runs and type manual checks. Run monthly reports and set up late bills. Review all accounts to ensure that they are current. Research duplicate invoices or copies before processing payments. Ensure that all invoices are attached to the check before sending them for signature.
- Perform other duties and responsibilities asked by the Director of Finance and the Assistant Director of Finance based upon department needs.
- Ensure all Accounts Payable Reports are kept in storage in compliance with the hotels established retention period.
- Compile Federal ID and Social Security Numbers for all vendors for year-end processing of 1099's.
- Foster and maintain strong, positive and supportive relationships with team members across all departments through effective communication and collaboration of exchanging ideas for best practices
- Maintain confidentiality of guest information and follow proper protocol to secure and protect pertinent data
- Review, adjust and post in computer, accounting reports and Food & Beverage report.
- Prepare a daily report of revenues by 10:00am.
- Audit all paid-outs, allowances, corrections, miscellaneous vouchers for proper explanation, signature, etc.
- Process and submit credit card transactions and investigate chargebacks.
- Maintain daily credit card totals for month-end discount calculations.
- Compile and sort documents, such as invoices and checks.
- Sustain business transactions.
- Verify and post details of business transactions, such as funds received and disbursed, and total accounts, using calculator and/or computer.
- Compute and record charges, refunds, cost of lost or damaged goods and similar items.
- May type vouchers, invoices, checks, account statements, reports and other records, using typewriter or computer.
- May reconcile bank statements.
- Perform collection procedures complying with all Federal and State laws.

Skills and Experience:

- **At least 2-5 years of Finance experience, preferably within a luxury hotel**
- Requires knowledge of all the functions performed by the subordinate reporting directly or indirectly to the Hotel Director of Finance.
- Requires advanced knowledge of the accounting, finance and hospitality professions. Requires experiential knowledge for management of people and complex problems.
- Requires ability to analyze activities or information involving some original data manipulation or interpretation to arrive at logical conclusions.
- Ability to make decisions guided by established policies and procedures.
- Ability to communicate so as to provide information and services, supervisory skills.
- Must be able to understand, speak, read, and write in the English language
- Ability to effectively communicate and provide directions in a clear, concise and professional manner in both verbal and written form
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines
- Strong leadership & organizational skills required
- Knowledge of accounting operations to include all aspects such as accounts receivable, payroll, etc.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Basic knowledge of bookkeeping filing systems.
- Basic mathematical skills and ability to operate a 10-key by touch.
- Ability to effectively deal with guest and employee concerns in a friendly and positive manner. This involves listening to the nature of concern, demonstrating empathy with the customer and providing positive and proactive solutions.
- Ability to read, write and speak English sufficient to understand and communicate with employees and guests. Must have excellent telephone etiquette skills.
- Ability to do repetitious work.
- Ability to work quickly and neatly.
- **Available to work weekends, evenings and/or holidays**

Education

- **Bachelor's degree (B.A) in Accounting highly preferred, or four years related experience and/or training; or equivalent combination of education and experience.**

Physical Demands

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lifting, pushing, pulling, carrying - limited lifting, pushing, pulling or carrying up to 15-20 lbs. Generally boxes, computer equipment.
- Limited bending/kneeling required when arranging supplies or equipment.
- Mobility - limited, between offices and departments.
- Infrequent continuous standing, climbing or driving required.

This job description in no way states or implies that these are the only duties to be performed by the team member occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I hereby certify that I have read and understand the duties and responsibilities enclosed herein:

Team Member Signature: _____

Date: _____