Job Description: Senior Accountant

General Summary:

Accountant must have strong analytical, strategic planning and communication skills, including an ability to work well with a Chief Financial Officer and others seniors' managers. Previous experience in hotel/restaurant Accounting is also highly valued.

Knowledge of Xero preferred

Essential Job Functions:

- Prepare daily revenue reports including direct billings reports.
- Update cashbook daily versus the bank statements
- Ensure the resorts purchasing is done in a timely manner and in accordance with resorts purchasing procedures.
- Maintain the Operators debtor's ledger accurately. Ensure debtor statements have been released by the 5th of the following month and collections done in a timely manner.
- Participate in the monthly credit meetings
- Maintain and up to date ledger in XERO for all suppliers
- Assist in implementing new procedures as well re enforcing the existing procedures
- Assist in producing mid-month Food & Beverage Costs
- Maintain Petty cash Float.
- Control the weekly staff roster and provide the pay slip.
- Recommending improvements to ensure the integrity of a company's financial information.
- Overseeing financial systems implementations and upgrades.
- Assisting with end of Year Audit of financial records.

Education Requirement:

- A diploma in Accounting/Commerce. Degree is preferred.
- Minimum of 4 years experiences in accounting or finance.

Knowledge: (at entry)

- Experience in book keeping
- Knowledge of contracting, negotiating and change management.
- Knowledge of finance, accounting, budgeting, and cost control principles.
- Knowledge of automated financial and accounting reporting systems such as MYOB, Xero, and Micros
- Work requires professional written and verbal communications and interpersonal skills.
- Ability to motivate teams to produce quality materials within tight time frames and simultaneously manage several projects.
- Ability to work flexible rosters to meet strict reporting deadlines of the property.

Signed:………………………………   **Date:…………………..**