

<b>Position:</b> Accountant I	<b>Department:</b> Accounting	<b>Supervisor:</b> Accounting Manager
<b>Job Titles Supervised:</b> NA	<b>Date:</b> April 6, 2017	<b>FLSA:</b> Hourly (Non-Exempt)

**Overview:**

The Accountant is responsible for accurately performing daily, weekly, monthly and annual tasks in a timely and organized manner, which are essential to the safeguarding of Company assets. Financial reporting is a significant component of overall operations of the properties as financial reports are used by management, investors and lenders to evaluate the health of the business. This position requires the ability to work in a fast paced environment, multi-task while providing attention to detail and exhibiting a positive, proactive attitude. This employee must display effective listening and communication skills, initiative, and ability to work independently and in teams. He/she must be able to exercise good judgment and discretion, display effective problem solving skills, and provide excellent customer service. Additionally, he/she must have the ability to maintain composure under pressure, and display a high level of professionalism, integrity, and follow through. High proficiency with MS Office, Word and Excel is essential.

**Additional Information:**

In order to apply for this position, you must be legally authorized to work in the United States. Upon hire you must complete the I-9 form within the first 3 days of employment. A background check will be conducted as a condition of employment.

We expect our employees to approach their work with passion, enthusiasm, and attention to customer satisfaction. We also expect our employees to champion, embrace and live the company values: Fun, Accountability, Concern for Others, Continuous Improvement, and Trust. Our values are at the center of everything we do. We use them as guides to make decisions and chart our course on a daily basis.

**Essential Functions of the Job:**

- *Ability to work flexible schedules to meet business needs (including nights, weekends, holidays)*
- *Communicating effectively, both verbally and in writing (i.e. use appropriate language, display proper tone, attitude and body language when communicating)*
- *Ability to understand and follow instructions (verbal and written) as directed by supervisor/manager*
- *Ability to travel to all hotels as needed*
- **Working Safely** is a condition of employment. All employees must follow the safety policies and procedures
- *Performing the job duties as described. (Reasonable accommodations will be considered in accommodating disabilities. If you believe you need an accommodation, please speak with your supervisor or Human Resources)*

**Expectations of all Employees:**

- Be polite, courteous and helpful to all guests and coworkers, displaying a positive “can do” attitude while maintaining a high level of professionalism consistent with the company values
- Comply with all policies and procedures, i.e. Employee Handbook, Conduct Policy, Safety Policy, etc.
- Comply with guest privacy standards
- Report to your supervisor or the MOD, ***immediately, all injuries*** occurring while on duty, *no matter how minor.* (Fraud, Dishonesty and False Statements regarding an injury will result in disciplinary action up to and including termination)
- Arrive to work on time (follow call-out policy), and in appropriate work attire, neat in appearance
- Complete work in a timely manner and meet productivity standards/expectations
- Keep work area clean, neat, and well organized
- Demonstrate a team behavior and attitude of working together to accomplish tasks (even if outside specific job duties)
- Performs other duties as assigned

**Job Duties and Responsibilities:**

- Accounting Duties:
  - Bank Reconciliations for Hotels/ Office Buildings –Weekly
  - Month End Procedures for Hotels/ Office Buildings
  - Preparation of month end and year-end financial statements
  - Daily Sales Upload and Reporting
  - Process Hotel Purchase Requisitions & enter Manual Checks
  - Accounts Payable- Invoice Entry & Pay Bills twice a month for assigned properties
  - Reconcile Vendor Statements to Open Items & Research Discrepancies
  - Credit Card Reconciliations and code for bill backs
  - Assist in setting up new vendors and acquiring proper tax information
  - Assisting in the formulation and implementation of accounting procedures and guidelines.
  - Provide consultation and advice to management about accounting issues identified.
  - Analyze and investigate various items impacting the overall materiality of the financial statements, including but not limited to accounts receivable, cash over/short, sales tax variances, construction in progress accounts.
  
- Administrative Duties (Backup):
  - Bank Deposits
  - Occasional Mailings

**Skills Required:**

- Solid decision making, problem solving and analytical skills
- Excellent communication and customer service skills, while working primarily with internal customers
- Ability to prioritize and work with minimal supervision
- Ability to appropriately handle confidential and sensitive information
- Strong verbal and written communication skills
- Disciplined in the areas of time management and organizational skills
- Computer proficiency and technical aptitude with the ability to utilize MS Office, with intermediate to advanced Excel skills
- General office administration skills

**Experience / Education:**

Entry level Accounting / business experience. (Working toward a college degree in Accounting is preferred.)

**Performance Measurement:**

90 Day performance review, ongoing feedback from supervisor, attendance, productivity, feedback from others, etc.

**Physical Demands:**

High frequency computer usage: using both hands and viewing material on a computer screen. Extended workdays may be required to accomplish tasks and meet workload demands during peak periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Acknowledgement:**

I have received a copy of this job description, have read and understand the expectations and responsibilities. I understand that if I need a reasonable accommodation to perform these job duties, I am to speak with my manager or Human Resources. I recognize that the company reserves the right to modify this job description based on business needs and may be asked to perform additional duties as assigned.

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Manager

Date

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Employee Signature

Date