

Position: Bookkeeper	Department: Administration	Supervisor: General Manager	
Job Titles Supervised: NA	Date: 6/11/18	FLSA: Hourly (Non Exempt)	Benefits: Management/HO FT

Overview:

The Bookkeeper is responsible for Hotel Accounting, i.e. bank reconciliation, bank deposits, maintaining organized and timely receivables and managing accounts payable. Additionally, they perform other tasks such as payroll, benefits administration, and managing new hire paperwork. This position is part of the management team and will perform "Manager On Duty" responsibilities in the absence of the General Manager.

This employee must display effective listening and communication skills, initiative, ability to work independently and in teams, and lead by example. 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 multi-task, maintain composure under pressure, and display a high level of professionalism, integrity, and follow through.

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:

- *Regular attendance and reporting to work on time, ready to begin your shift is an essential function of employment (being tardy places an unfair burden on the team)*
- *Ability to work flexible schedules (including weekends, nights, holidays) to meet hotel/guest needs*
- *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 as directed by supervisor/manager*
- ***Working Safely*** is a condition of employment. All employees must follow the safety policies
- *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, General Manager, 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
- ✓ Acknowledge our guests with a smile and friendly "hello." Promptly attend to guest needs
- ✓ Comply with all hotel 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)
- ✓ Act as a safety and security agent by identifying and reporting potential risks to guests and/or employees to the Manager or General Manager
- ✓ Arrive to work on time (follow call-out policy), and in appropriate work attire, (uniform, foot wear and name tag) 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 effectively to accomplish tasks (even if outside specific job duties)
- ✓ Seek approval from management prior to working overtime (i.e. punching in early or staying beyond scheduled shift)
- ✓ Perform additional duties as assigned



Job Duties and Responsibilities:

- Process bi-weekly payroll; Prepare and analyze payroll reports, i.e. Approaching overtime / final overtime report
- Review and audit time and attendance punches and other payroll related matters to ensure accuracy
- Reconcile banquet server and restaurant / bar credit card tips on a daily basis; input to payroll on a weekly basis
- May assist managers in training employees how to punch in, out and transfer departments
- Support management team onboarding new associates. Ensure that seasonal and terminated associates are removed from payroll in a timely fashion
- Verify compliance with PTO and Holiday Pay policy
- Work with Department Managers in reviewing and maintaining timely and accurate "status" of employees (particularly as it relates to benefit plans) i.e. run monthly audit reports for Full Time, Part Time, and Terminations
- Reconcile daily cash and make bank deposits
- Assist with accounting functions in PMS / POS systems and troubleshoot as necessary
- Review prior day reports and verify daily revenue entry is entered appropriately in daily template. Troubleshoot any sales tax discrepancies identified on the template
- Review invoices coded by department heads. Enter or oversee entry into accounting system on daily basis.
- Prepare month-end reports and oversee inventory is completed by the F&B Department. Forward all month end material to Home Office once confirmed accurate by the fourth business day of the following month.
- Track monthly house account activity on a daily basis and supply balanced reports to home office each month end
- In addition to month end, perform random and regular audits of cash banks issued throughout the hotel. House bank should be audited with a witness a minimum of once per month
- Manage petty cash and maintain prescribed cash balances at all times; cash out receipts no less than once per week
- Reconcile property credit card statement where applicable; ensure timely payment
- Maintain and reconcile monthly state sales & use tax spreadsheet by vendor and submit to Home Office during month end process
- Facilitate client applications for direct billing and review with the general manager for final approval
- Follow up on all accounts receivable aged 30+ days; review with general manager and sales team
- Track and oversee property checkbook to include regular forecast updates
- Maintain adequate inventory of office supplies (ordering, tracking inventory, storage and invoice coding)
- Perform HR functions, i.e. maintain Personnel files (timely scanning of documents into Ultipro); process and audit New Hire Paperwork
- Communicate benefits material to eligible New Hires; manage annual open enrollment material
- Assist employees with requests for FMLA and personal LOA paperwork and collect related insurance premiums
- Assist in aggressively managing workers' compensation and unemployment claims
- Assist in managing the process and completion for 90-day Introductory Evaluations, pay increases & timeline
- Assist in compliance with Local, State and Federal laws, as well as, all hotel policies and procedures (Employee Handbook, Conduct Policy, Safety Policy, etc.)
- Assist managers in maintaining timely & accurate documentation via performance log, attendance record, and corrective action form (partner with GM/HR on all terminations)
- Attend and participate in Department Manager meetings to foster open lines of communication

Skills Required:

Leadership, problem-solving, and intermediate computer skills; ability to share knowledge and teach others to perform tasks, high level customer service, effective communication with guests and team members, able to follow instructions, learn quickly, pay attention to detail, and maintain composure when working under pressure

Technical Skills:

- ✓ High aptitude in working with numbers and experience using excel
- ✓ Bookkeeping and basic accounting principals
- ✓ Keyboarding and office skills

Experience / Education:

Minimum 2 years of accounting or bookkeeping related experience preferred. HR experience desirable; college degree or equivalent combination of education and experience

Performance Measurement:

90 Day performance review, on-going feedback from supervisor, attendance, productivity, feedback from others, etc.



Physical Demands:

Work is performed in a hotel environment. Sitting, computer keying, working at a desk, viewing spreadsheets and other written or displayed numbers and words for extended portions of the day are required. 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, GM, or Human Resources. I recognize that the company reserves the right to modify this job description based on business needs and that I may be asked to perform additional duties as assigned.

Manager

Date

Employee Signature

Date