



About our Sample Accounting Jobs Descriptions for Hotels:

The HFTP Americas Research Center, with guidance from members of the HFTP Hotel Finance Advisory Council, has developed example job descriptions for accounting positions in the lodging industry. The process involved reviewing sample job descriptions and compiling the information into standardized job descriptions.

Staff sizes can vary depending on the size and complexity of the hotel. Therefore, an assistant controller at a smaller hotel may have accounts receivable or accounts payable responsibilities; while at a larger hotel, they might employ an accounts receivable or payable manager who performs these functions. For this reason, there is an overlap in job functions for many of the accounting and finance positions.

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Accounts Payable Manager

The accounts payable manager is responsible for the processing of accounts payable transactions at the property level. The position will manage the workgroup as necessary to accomplish the responsibilities of the procure-to-pay process.

Duties

Essential Functions:

- Oversee all aspects of accounts payables.
- Manage guest and vendor relations and the accounts payables disbursements, handle all check disbursements, 1099 and tax-related matters.
- Ensure accuracy and timeliness of accounting functions, including maintenance of the general ledger, accounts payable and project accounting.
- Develop, implement and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- Ensure accuracy of financial statements.
- Manage monthly closing of financial records and posting of month-end information.
- Enter status change information into project accounting software to ensure employee information is accurate and up-to-date.
- Provide accounting assistance to project managers and operations staff.
- Respond to financial questions and concerns to meet business needs.
- Act as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.
- Select and hire employees for the accounts payable group.
- Train and evaluate employees to enhance their performance, development, and work product. Address performance issues and make recommendations for personnel actions. Motivate and reward employees including providing salary increases, bonuses and promotions within allocated budgets and company guidelines.

Additional Job Duties:

- Special projects as assigned by management or ownership.

(Description continues on page 3)



Accounts Payable Manager *(continued)*

Job Requirements

Required:

- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours/extended shifts as required and to meet deadlines.
- Bachelor's degree in accounting from accredited four-year college or university.
- 3-5 years of related experience in accounts payables.
- Proficient in Microsoft applications.
- Knowledge of hotel PMS system, hotel accounting system, and hotel sales system.
- Ability to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Strong communication skills.
- Ability to work efficiently in a team-oriented environment.
- Strong decision-making and problem-solving skills.
- Strong organization skills with the ability to handle multiple tasks.
- Self-motivated and able to operate in a mentally and physically stressful situation.

Preferred:

- MBA
- CPA.
- Hospitality expertise highly preferred.
- Ability to be persistent, patient, creative and flexible.
- Exceptional work ethic and commitment.
- Self-motivated.
- Excellent written and oral communication skills.
- Highly developed problem solving and prioritization abilities.
- Strong organizational and people skills.



Accounts Receivable Manager

The accounts receivable manager is charged with proper invoicing within standard policies. This position will work with management and team members to assure timely and accurate invoicing and rating occurs. The accounts receivable manager will at times be required to interface with operational managers and occasionally with the executive board.

Duties

Essential Functions:

- Oversee all functions of accounts receivables.
- Responsible for supervising and managing staff in accounts receivable department, including training new and existing staff.
- Create effective and efficient schedules while maintaining labor costs, meeting staffing objectives and achieving deadlines.
- Maintain accounts receivable systems, review the aging, reconcile daily hotel receivables and review group master billings.
- Prepare month-end journal entries and assist with accounts receivable related accounts reconciliation.
- Develop and document processes and procedures and ensure compliance with necessary controls.
- Support the controller and CFO with special projects and workflow process improvements.
- Maintain organized set of detailed records and files to document financial transactions.
- Promote and demonstrate superior customer service in accordance with department and company standards.
- Ensure customer service standards are followed by all team members and address issues as they arise.
- Responsible for ensuring compliance with all regulatory compliance within area of responsibility and reporting potential issues to executive management or general manager.
- Maintain strict confidentiality in all departmental and company matters.
- Resolve issues and ensure resolution.
- Maintain strong communication with vendors and resolve any disputes and billing discrepancies.
- Work directly with third parties.
- Work closely with room reservations and front office teams to insure proper procedures are followed for online travel agency reservations.

Additional Job Duties:

- Special projects as assigned by management or ownership.

(Description continues on page 5)



Accounts Receivable Manager *(continued)*

Job Requirements

Required:

- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Bachelor's degree in accounting from accredited four-year college or university.
- 3-5 years of related experience in accounts receivables and group billing.
- Proficient in Microsoft applications.
- Knowledge of hotel PMS system, hotel accounting system, and hotel sales system.
- Ability to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Strong communication skills.
- Ability to work efficiently in a team-oriented environment.
- Strong decision-making and problem-solving skills.
- Strong organizational skills with the ability to handle multiple tasks.
- Self-motivated and able to operate in a mentally and physically stressful situation.

Preferred:

- MBA.
- CPA.
- Hospitality expertise highly preferred.
- Ability to be persistent, patient, creative, and flexible.
- Exceptional work ethic and commitment.
- Self-motivated.
- Excellent written and oral communication skills.
- Highly developed problem solving and prioritization abilities.
- Strong organizational and people skills.



Staff Accountant

The staff accountant will perform accounting-related duties and work closely with the director of finance, controller or assistant controller, as well as the accounting team, to achieve organizational goals.

Duties

Essential Functions:

- Assist with financial statement preparation, monthly balance sheet reconciliation, accounts payable processing, daily revenue and cash reconciliations and other related finance projects.
- Prepare monthly financial statements for assigned hotel in collaboration with the property and corporate controller.
- Reconcile balance sheet on a monthly basis.
- Daily bank reconciliation.
- Daily review of all revenues (hotel, food and beverage, etc.) and post in the general ledger.
- Review of daily revenue and labor reports.
- Weekly accounts payable invoice, payment processing and review.
- Assist in evaluation of reports, decisions and departmental results in relation to established goals.
- Recommend new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Maintain accounting records and compile reports.
- General ledger maintenance and reconciliations.
- Preparation of accurate and timely monthly financial statements.
- State and local operational tax filings.
- Support and assist the processing of biweekly, multi-state payroll with payroll partner including balancing and reconciling all payroll figures.
- Assist and support the off cycle processing and pay card activities.
- Prepare all operational budgets and forecasts with general manager, department heads, and controller.
- Distribute all financial statements and month end reports to ownership, management company, and department heads.
- Maintain lead schedule for all capital in progress.
- Maintain all contracts, leases and other legal and financial records.
- Maintain summary of maintenance contracts and leases.

(Description continues on page 7)



Staff Accountant *(continued)*

Essential Functions (continued):

- Process and mail out year-end 1099s.
- Accumulate, process and distribute information related to labor forecasting and scheduling system.
- Train and assist with coordination of accounting processes.
- Occasional travel.

Additional Job Duties:

- Special projects as assigned by management or ownership.

Job Requirements

Required:

- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Ability to work with mathematical concepts.
- Strong interpersonal, problem solving and planning skills.
- Able to carry out tasks independently and accurately.
- Ability to manage time and energies in an efficient, effective and organized manner.
- Proficient in Microsoft Office, familiar with internet page browsing and conducting a complete internet research.
- Ability to maintain strict adherence to confidentiality requirements.
- Ability to operate phones, calculator, computer equipment, fax machines, copiers and printers.

Preferred:

- Bachelor's degree in accounting or finance from accredited four-year college or university.
- MBA.
- CPA.
- Experience with accounting software and PMS software.



Assistant Controller

The assistant controller manages and completes a wide variety of transactions within the hotel accounting department, while assisting the controller or director of finance with the direction and supervision of team members in the accounting department and all related departmental functions.

Duties

Essential Functions:

- Oversee accounts receivable functions, accounts payable functions and general ledger reconciliations.
- Utilize accounting IT systems to facilitate processes and maintain records.
- Support all aspects of accounting management (billing, tax forms, reporting etc.).
- Assist in the formulation and verification of internal controls and policies to comply with requirements.
- Assist in the preparation of financial statements in compliance with official guidelines and requirements.
- Manage journal entries, invoices and other items to reconcile accounts for the monthly or annual closing.
- Assist in the preparation of budgets and forecasts.
- Review the company's accounting information to identify and resolve inaccuracies or imbalances.
- Full knowledge of accounts receivable, liens, lien releases and collection procedures.
- Strong knowledge of accounting principles and understanding of all accounting areas (accounts payable, accounts receivable, income audit, and payroll) as required and in required time frames.
- Assist the controller or director of finance with bank statements, sales and occupancy taxes, corporate reporting requirements, budgeting, and monthly financial preparation.

Additional Job Duties:

- Special projects as assigned by management or ownership.

(Description continues on page 9)



Assistant Controller (*continued*)

Job Requirements

Required:

- Prior accounting experience, including both accounts payable and accounts receivables.
- College degree.
- Experience with accounting software, hotel PMS, hotel POS, and Microsoft Office.
- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Able to work with mathematical concepts.
- Able to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Strong interpersonal skills, problem solving and planning skills.
- Able to carry out tasks independently and accurately.

Preferred:

- Bachelor's degree in accounting or finance from accredited four-year college or university.
- MBA.
- CPA.
- Previous hospitality experience in accounts payable and accounts receivables.



Controller

The controller supervises and directs the financial activities of the hotel, safeguards the assets, and prepares all financial reports in accordance with the current version of the Uniform System of Accounts for the Lodging Industry (USALI). Serves as a financial advisor to management and ownership. Prepares the annual budget and monitors adherence to the budget throughout the year. Interviews, trains, supervises, counsels, schedules and evaluates accounting staff.

Duties

Essential Functions:

- Prepare monthly financial statements, variance reports, G/L reconciliations, bank reconciliations, cash flow analysis and other reports as determined by the general manager.
- Prepare balance sheet, income statement, and other reports as directed.
- Assist in attaining financial goals.
- Responsible for accounts payable, accounts receivables, credit and collections.
- Ensure the effective management of accounts receivables to minimize the risk of extending credit.
- Generate and maintain sufficient cash flow base.
- Oversee payroll data entry function and all other payroll functions.
- Responsible for the timely billing of all direct bill accounts with complete backup and accurate invoices.
- Ensure all accounting related disputes and requests for clarification are resolved and responded to in a timely manner.
- Ensure maintenance of all daily filing of documents needed for research requests from guest and in-house users.
- Ensure an effective tracking system for all rebates/adjustments.
- Work closely with all departments to come up with solutions to systems and control problems.
- Monitor third-party billing and payments from room sales.
- Oversee proper payment of occupancy and sales taxes.
- Monitor transaction flow from POS to PMS to prevent loss of revenue.
- Ensure a timely month-end close.
- Assist in daily cash management functions including: online banking, electronic funds transfer, check balances, accounts reconciliation, fax transfers and funding requests.
- Regular attendance in management meetings.

(Description continues on page 11)



Controller (*continued*)

Additional Job Duties:

- Manager on duty shifts as needed.
- Daily audit of cash deposits.
- Special projects as assigned by management or ownership.

Job Requirements

Required:

- 4-5 years of accounting experience preferably in the hospitality industry, including both accounts payable and accounts receivables.
- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required to meet deadlines.
- Bachelor's degree in accounting or finance from accredited four-year college or university.
- Experience with accounting software, hotel PMS, hotel POS, and Microsoft Office.
- Ability to work with mathematical concepts.
- Ability to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Strong interpersonal skills, problem solving and planning skills.
- Able to carry out tasks independently and accurately.

Preferred:

- MBA.
- CPA.
- Previous hospitality controller experience.



Assistant Director of Finance

The assistant director of finance is responsible for directing the day-to-day operations of the accounting staff, ensuring that a highly productive and well-trained staff is always maintained. This position ensures the accuracy, consistency and timeliness of the financial reporting and accounting functions, while providing information and assistance to the director of finance.

Duties

Essential Functions:

- Assist the director of finance in ensuring compliance with all regulatory licenses and permits, leases, contracts, legal agreements, and the proper execution of all operational taxes. Provide assistance to management in enforcing compliance on all these items.
- Analyze financial data and operations in order to assist and advise management in maintaining the hotel's financial objectives.
- Ensure that all balance sheet accounts, including bank reconciliations, are properly reconciled on a timely basis.
- Review and approve the income audit daily and ensure that critical operational procedures are accomplished on a daily basis to include credit card reconciliation and transmission, daily deposits, cash handling, disbursements, inventories, hotel assets, master keys, payroll, records retention, and employee records.
- Hire, train, supervise and develop staff, including coaching, counseling, development and discipline.
- Direct or prepare all financial reports in accordance with standards, meeting various due dates and deadlines.
- Monitor the accurate production of the hotel daily operating report.
- Provide administrative support to management with reference to policy enforcement, business advice and operational assistance.
- Monitor and supervise the accounting department's daily routines to ensure smooth, effective, and efficient daily work practices.
- Ensure that the accounting staff understands and follows the applicable policies and procedures as outlined in the company's finance policies and procedures manual.
- Develop key relationships with respective department heads and senior managers to provide financial support and understanding of short and long-term financial plans.
- Assist in reviewing financial performance of departmental areas, analysis of variances, forecasts and budgets.
- Assist the director of finance and other department heads in the development and implementation of "corrective action plans" on internal and/or external audit and operational reports.

(Description continues on page 13)



Assistant Director of Finance *(continued)*

Essential Functions *(continued)* :

- Assist the regional director of finance in promoting, driving and maximizing profit across all departments.
- Assist with and complete, as needed, the analysis of the balance sheet accounts and the preparation of the monthly internal benchmarking and operational performance analysis reports.
- Assist the director of finance in the development and implementation of benchmarking techniques that will enable the hotel to enhance revenues while improving productivity and cost efficiencies.
- Assist in identifying and implementing best practices throughout the hotel that will serve to enhance revenues, guest service and improve cost and productivity efficiencies.
- Assist the director of finance to provide accurate and complete financial and management reports on a timely basis to hotel management, corporate office and owners in accordance with the company and ownership reporting requirements and policy.
- To fulfill his/her fiduciary responsibility to the company and/or owners for ensuring the hotel is reporting in compliance with the policies, the USALI and hotel management or other contractual arrangements with respect to accounting matters.
- Assist in ensuring all balance sheet accounts are reconciled on a monthly basis, review and approve those reconciliations as necessary.

Additional Job Duties:

- Participate in the M.O.D. coverage program.
- Attend meetings/training as required by management.
- Perform other duties as requested by management.
- Special projects as assigned by management or ownership.

(Description continues on page 14)



Assistant Director of Finance *(continued)*

Job Requirements

Required:

- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours/extended shifts as required and to meet deadlines.
- Ability to work with mathematical concepts.
- Strong interpersonal skills, problem solving and planning skills.
- Able to carry out tasks independently and accurately.
- Ability to manage time and energies in an efficient, effective and organized manner.
- Proficient in Microsoft Office, familiar with internet page browsing and conducting complete internet research.
- Maintain strict adherence to confidentiality requirements.
- Ability to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- A minimum of 6 years of progressive experience in hotel accounting or related field; or a four-year college degree with an accounting or finance concentration and a minimum of 2 years of related progressive experience; or a two-year college degree and a minimum of 4 years of related progressive experience.

Preferred:

- Bachelor's degree in accounting or finance from accredited four-year college or university.
- CPA.
- MBA.
- Prior hospitality controller experience.



Director of Finance

The director of finance oversees the day-to-day operations of the accounting department. This position is responsible for all financial aspects of the hotel, including accounts receivable and accounts payable tasks and payroll.

Duties

Essential Functions:

- Plan, direct, and manage the provision of accurate, timely, and objective financial data from which informed management decisions can be made.
- Safeguard owner assets by creating and maintaining sound internal control systems.
- Direct preparation of annual budgets and monthly forecasts.
- Establish or recommend to management major economic objectives and policies for the hotel.
- Support the general manager and hotel financial goals by direct preparation of monthly and annual reports, summarize and forecast hotel revenues, expenses, and earnings based on past, present and expected operations.
- Ensure compliance with corporate policies and procedures and all applicable laws.
- Negotiate and monitor contracts with hotel vendors.
- Ensure the collection and payment of applicable local, state, and federal taxes.
- Advise management of desirable operational adjustments due to tax code revisions.
- Arrange for audits of hotel accounts.
- Lead a team of high-performing accounting individuals.
- Work with external auditors and third-parties.
- Maintain appropriate standards for 30-60-90-120 day accounts. Conform to standards regarding the average collection period.
- Document the local credit policy and audit property compliance.
- Approve all major accounts for credit as defined by local policy.
- Conduct credit and write-off meetings as requested.
- Submit accurate and timely critiques and credit loss reports as required.
- Review all major banquet functions and group accounts for proper credit extensions prior to arrival.
- Member of the hotel executive committee.

Additional Job Duties:

- Special projects as assigned by management or ownership.

(Description continues on page 16)



Director of Finance *(continued)*

Job Requirements

Required:

- 5-7 years of accounting experience preferably in the hospitality industry, including both accounts payables and accounts receivables.
- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Bachelor's degree in accounting or finance from accredited four-year college or university.
- Experience with accounting software, hotel PMS, hotel POS, and Microsoft Office.
- Ability to work with mathematical concepts.
- Strong interpersonal skills, problem solving and planning skills.
- Able to carry out tasks independently and accurately.
- Able to operate phones, calculator, computer equipment, fax machines, copiers and printers.

Preferred:

- MBA.
- CPA.
- Prior hospitality controller experience.



Regional Controller

The regional controller is a part of the regional executive team. This position is a key contributor to strategies, tactics, long-term forecasting, budgeting, and efforts to improve efficiency and increase ROI to the ownership. This position is responsible for monitoring the accounting processes at the property level and ensure compliance with all policies and procedures.

Duties

Essential Functions:

- Oversee financial operations and financial planning for all properties.
- Support strict expense management initiatives.
- Develop and ensure compliance with standard operating procedures at all hotel properties.
- Ensure efficient execution of accounting systems, software and processes.
- Provide timely and accurate financial reporting, analysis and ad hoc information requests.
- Manage budgeting and forecasting process.
- Maintain sound tax planning, compliance and reporting.
- Ensure full compliance with federal, state and local regulatory requirements.
- Oversee and advise on risk management.
- Interact regularly with financial institutions - managing requests for information, etc.
- Oversee all finance and accounting teams.
- Manage and coordinate all money transfer transactions.
- Actively participate in acquisition activities and due diligence.
- Participate in operational reviews and strategic planning.
- Help evaluate and execute new projects.
- Travel required.
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Additional Job Duties:

- Special projects as assigned by management or ownership.

(Description continues on page 18)



Regional Controller (*continued*)

Job Requirements

Required:

- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Strong interpersonal, problem solving and planning skills.
- Bachelor's degree in accounting from accredited four-year college or university.
- 7-10 years of relevant financial experience.
- Career history of increasing responsibility and proven accomplishments.
- Able to travel internationally.
- Able to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Able to carry out tasks independently and accurately.
- Strong analytical and critical thinking skills.
- Deadline and detail-oriented.

Preferred:

- MBA and CPA.
- Hospitality expertise highly preferred.
- Ability to be persistent, patient, creative, and flexible.
- Exceptional work ethic and commitment.
- Self-motivated.
- Excellent written and verbal communication skills.
- Highly developed problem solving and prioritization abilities.
- Strong organizational and people skills.
- Strong leadership qualities.



Corporate Controller

The corporate controller is responsible for overseeing the consolidated accounting and finance statements for the company. Rather than overseeing individual hotels, this position is responsible for preparing corporate-wide financial statements for ownership, investors, and the corporate management team.

Duties

Essential Functions:

- Assist in attaining financial goals.
- Regular attendance in management meetings.
- Oversee and coordinate all financial activities and personnel.
- Responsible for corporate accounting staff.
- Set controls and budgets to mitigate risk and increase return on investments.
- Standardize and maintain a system of accounting records and techniques.
- Conduct internal audits to assess financial status.
- Ensure compliance with federal and state regulations.
- Serve as primary contact for external auditors.
- Provide direction and training to the hotel operational team in areas related to finance, financial reports, internal controls, labor management and payroll.
- Provide direction to the night audit team to ensure proper revenue reporting.
- Review ledger details daily for guest, city and deposit ledgers to validate proper payment and revenue postings.
- Process timely and accurate bi-weekly payroll, including time edits, tip declaration, gratuity distributions and incentive disbursements in compliance with state and federal labor laws.
- Reconcile cash and credit card deposits.
- Prepare assumptions and goals for controllable expenses, labor expenses by position and all revenue departments.
- Review general ledger details bi-monthly for operating and balance sheet accounts for accuracy.
- Complete month-end close to include ensuring that adjusted journal entries and accruals are posted and review preliminary profit and loss statements for additional adjusting entries in order to ensure financial results are available.
- Manage lodging capital expense budget and reconcile expenditures.
- Prepare financial reports to be released to owners, shareholders, and government agencies.

(Description continues on page 20)



Corporate Controller *(continued)*

Job Requirements

Required:

- A minimum of 3 years of experience as a hotel finance manager.
- Be flexible and able to work some nights and weekends.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Bachelor's degree in accounting or finance from accredited four-year college or university.
- Experience with accounting software, hotel PMS, hotel POS, and Microsoft Office.
- Able to work with mathematical concepts.
- Able to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Strong interpersonal skills, problem solving and planning skills.
- Able to carry out tasks independently and accurately.
- Previous experience in accounting management.
- Strong leadership qualities.
- Strong analytical and critical thinking skills.
- Excellent written and verbal communication skills.
- Deadline and detail-oriented.
- Experience with budgeting, forecasting, profit and loss reporting and balancing ledgers for operating and balance sheet accounts.
- Aptitude for performing numerical analysis of data and formulating conclusions and solutions.

Preferred:

- MBA.
- CPA.
- Previous hospitality corporate controller experience.
- Ability to be persistent, patient, creative, and flexible.
- Exceptional work ethic and commitment.
- Self-motivated.
- Highly developed problem solving and prioritization abilities.
- Strong leadership qualities.



Internal Auditor

The internal auditor contributes to and leads project reviews of financial, operational and compliance risks and control across business units and hotels, from planning to final report issuance.

Duties

Essential Functions:

- Contribute to the teams responsible for performing financial, operational, and compliance reviews across various business units and hotels.
- Execution of assigned projects on the department's risk-based internal audit plan.
- Participate in detail testing of key financial controls.
- Conduct independent and objective assessments of internal controls, financial results, corporate processes, hotel operational and compliance requirements.
- Partner with management to develop corrective action plans in response to all internal audit observations and subsequent follow-ups to ensure closure.
- Help define departmental methodologies and deliverables in accordance with professional standards.
- Supervise and work with the audit team, including internal audit team members, guest auditors, and co-source service providers.
- Educate and advise management and process owners on accounting and internal control requirements.
- Interact regularly with process owners and senior management.
- Prepare draft audit programs, request listings, testing strategies, and other pre-audit planning activities aimed at ensuring an efficient and effective audit.
- Schedule and conduct meetings with management to describe audit objectives, coverage areas, timing, and protocols for concerns, changes and escalations.
- Coordinate travel plans and logistics for scheduled audits.
- Coordinate quarterly follow-up meetings and document action plan statuses based on discussion with respective management action plan owners.
- Build relationships with regional leadership to identify and mitigate property and corporate-level risks.
- Execute various aspects of assigned internal audit projects (planning, fieldwork, testing, work paper preparation, draft reporting, etc.).
- Plan and execute testing related to internal controls over financial reporting and hotel audits.
- Ensure timely project execution and project and work paper closure.
- Opportunities may exist to lead individual audit projects (based on level of experience).
- Execute internal audit projects, internal controls testing, and preparing work papers and reports in accordance with department and Institute of Internal Auditor (IIA) standards.
- Internal audits of hotels, corporate, shared services, and other business areas.
- Travel required.

(Description continues on page 22)



Internal Auditor (*continued*)

Additional Job Duties:

Special projects as assigned by management or ownership.

Job Requirements

Required:

- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Bachelor's degree in accounting, finance, or related discipline.
- A minimum of 3 years of general accounting experience or a minimum of 2 years of experience in public accounting.
- Proficient in the use of Microsoft Excel, Word, and PowerPoint.
- Able to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Understanding of internal control concepts and frameworks (COSO, COBIT).
- Understanding of current accounting and auditing standards.
- Experience with and knowledge of auditing processes and methodologies, including flowcharting.
- Knowledge of Sarbanes-Oxley Act provisions and prior experience testing key controls.
- Able to build solid working relationships and partner closely with regional leadership and hotel management.
- Strong business sense, excellent communication skills, attention to detail, and an innate desire to grow professionally are keys to success in this challenging position.
- Excellent presentation, verbal, and written communication skills with the ability to lead meetings.
- Able to work independently and in a team environment with superior interpersonal and collaboration skills.
- Problem solving skills.

Preferred:

- Master's degree in accounting, finance, or related discipline.
- A minimum of 3 years of professional experience.
- A minimum of 2 years of supervisory experience.
- Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA).
- Big 4 public accounting background and experience.
- Hospitality industry experience, with a mix of experience from auditing, accounting and/or internal control roles.
- Prior use of advanced data analysis techniques (ACL, IDEA, Access, advanced Excel).
- Proficient in the use of Microsoft Visio or similar product.
- Proficient in a written and spoken foreign language other than English.
- Ability to travel.



Vice President of Finance

The vice president (VP) of finance is responsible for providing overall direction of the finance department to include accounting, revenue audit, compliance, and other financial operations in such a manner as to provide safe, effective and efficient financial services. Establish departmental standards, guidelines and objectives and maintain other administrative processes such as budget and staffing to ensure proper planning and efficient operation of assigned areas. Develop reporting and monitoring systems to accomplish company objectives, maintain control of assets and fulfill regulatory compliance.

Duties

Essential Functions:

- Serve as a member of the Executive Committee in order to provide a point of view for strategic and business planning.
- Administer operating and capital budgets.
- Staff, schedule, evaluate, train, develop, monitor and lead subordinate personnel in such a manner to maintain a positive employee relations culture. Recommend wage increases, promotions, demotions, discipline and other employment actions for subordinate personnel.
- Motivate and supervise staff in order to ensure that employees receive adequate guidance and resources to accomplish established departmental and guest service objectives.
- Establish departmental standards, guidelines and objectives and maintain other administrative processes such as budget and staffing to ensure proper planning and efficient operation of assigned areas.
- Develop reporting and monitoring systems to accomplish company objectives, maintain control of assets and fulfill regulatory compliance.
- Direct the activities of accounts payable, revenue audit, planning and analysis, general ledger and payroll.
- Responsible for opening and closing the books for each month.
- Ensure that items are coded correctly on profit and loss statements.
- Travel required.

Additional Job Duties:

- Special projects as assigned by management or ownership.

(Description continues on page 24)



Vice President of Finance (*continued*)

Job Requirements

Required:

- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required and to meet deadlines.
- Bachelor's degree in accounting or finance from accredited four-year college or university.
- At least 8 years of relevant, progressive financial management experience.
- Career history of increasing responsibility and proven accomplishments.
- Able to travel internationally.
- Able to communicate effectively with all levels of employees, as well as outside contacts.
- Able to review, edit and comprehend all necessary documentation.
- Strong computer proficiency, able to use Microsoft Office Suite and applicable financial software.
- Effective organizational skills.
- Experience with capital and operational budgets.
- Able to stand their ground when making unpopular and/or difficult decisions which are beneficial to the company both in the short-term and long-term.
- Respond favorably to constructive criticism from superiors and peers.
- Able to foresee changes in economic climate and company profits and react accordingly.

Preferred:

- MBA.
- CPA.
- Hospitality expertise highly preferred.
- Ability to be persistent, patient, creative and flexible.
- Exceptional work ethic and commitment.
- Self-motivated.
- Excellent written and verbal communication skills.
- Highly developed problem solving and prioritization abilities.
- Strong organizational and people skills.



Chief Financial Officer

The chief financial officer (CFO) is accountable for the administrative, financial, and risk management operations of the company, to include the development of financial and operational strategies, metrics tied to these strategies, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Duties

Essential Functions:

- Assist in formulating the company's future direction and supporting tactical initiatives.
- Monitor and direct the implementation of strategic business plans.
- Develop financial and tax strategies.
- Manage the capital request and budgeting processes.
- Develop performance measures that support the company's strategic direction.
- Participate in key decisions as a member of the executive management team.
- Maintain in-depth relations with all members of the management team.
- Manage the accounting, human resources, investor relations, legal, tax, and treasury departments.
- Oversee the financial operations of subsidiary companies and foreign operations.
- Manage any third parties to which accounting or finance functions have been outsourced.
- Oversee the company's transaction processing systems.
- Implement operational best practices.
- Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
- Supervise acquisition due diligence and negotiate acquisitions.
- Oversee the issuance of financial information.
- Personally review and approve all Form 8-K, 10-K, and 10-Q filings with the Securities and Exchange Commission (if the company is publicly held).
- Report financial results to the board of directors.
- Understand and mitigate key elements of the company's risk profile.
- Monitor all open legal issues involving the company and legal issues affecting the industry.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage.
- Ensure that the company complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirements of auditors and government agencies.
- Report risk issues to the audit committee of the board of directors.

(Description continues on page 26)



Chief Financial Officer (*continued*)

Essential Functions (*continued*) :

- Maintain relations with external auditors and investigate their findings and recommendations.
- Monitor cash balances and cash forecasts.
- Arrange for debt and equity financing.
- Invest funds.
- Invest pension funds.
- Participate in conference calls with the investment community.
- Maintain banking relationships.
- Represent the company with investment bankers and investors.

Additional Job Duties:

- Attend meetings/training as required by management.
- Perform other duties as requested by management.
- Special projects as assigned by management or ownership.

(Description continues on page 27)



Chief Financial Officer (*continued*)

Job Requirements

Required:

- 10+ years of progressive accounting and finance experience, preferably with a hospitality company or large corporation.
- Bachelor's degree in accounting or finance from accredited four-year college or university.
- Able to work weekends and holidays as required to meet deadlines.
- Able to work flexible hours and extended shifts as required to meet deadlines.
- Career history of increasing responsibility and proven accomplishments.
- Experience with capital and operational budgets.
- Able to work with mathematical concepts.
- Able to review, edit and comprehend all necessary documentation.
- Strong interpersonal, problem solving and planning skills.
- Able to carry out tasks independently and accurately.
- Able to manage time and energies in an efficient, effective and organized manner.
- Strong computer proficiency, able to use Microsoft Office Suite and applicable financial software, familiar with internet page browsing and conducting complete internet research.
- Able to operate phones, calculator, computer equipment, fax machines, copiers and printers.
- Able to communicate effectively with all levels of employees, as well as outside contacts.
- Effective organizational skills.
- Able to stand their ground when making unpopular and/or difficult decisions which are beneficial to the company both in the short-term and long-term.
- Respond favorably to constructive criticism from superiors and peers.
- Able to foresee changes in economic climate and company profits and react accordingly.
- Maintain strict adherence to confidentiality requirements.
- Able to travel internationally.

Preferred:

- MBA in finance.
- CPA.
- Hospitality expertise highly preferred.
- Ability to be persistent, patient, creative and flexible.
- Exceptional work ethic and commitment.
- Self-motivated.
- Excellent written and verbal communication skills.
- Highly developed problem solving and prioritization abilities.