

Royal Park Hotel Accounting Manager

Job Posted 01.06.2022

This Describes a Variety of Your Responsibilities

Duties/Responsibilities:

Oversee the daily operations of the accounting department.

- Establishing and enforcing proper accounting methods, policies and principles.
- Handling month and end-year processes.
- Responsible for financial reporting, billing, accounts receivable, collections, accounts payable, payroll, and budget preparation, cash receipts, bank deposits, assisting employees with paycheck discrepancies/questions.
- Cash and balance sheet reconciliations.
- Establishes internal controls and guidelines for accounting transactions and budget preparation.
- Oversees preparation of business activity reports, financial forecasts, and annual budgets.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Responsible for tax planning throughout the fiscal year; files annual corporate tax return.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Presents recommendations to management on short- and long-term financial objectives and policies.
- Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.
- Oversee General Cashier and support a Receiver managing through a PO system.

Required Skills/Abilities:

Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations.

- Experience working with ADP or other Workforce Now software programs.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- High attention to detail and accuracy
- Proficient in accounting and tax preparation software.
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

Bachelor's degree in Accounting preferred.

Have related working experience as Accounting Manager, Accounting Supervisor or Finance Manager.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

Job Type: Full-time

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Pay: \$55,000.00 - \$65,000.00 per year