

Controller

POSITION SUMMARY:

Directs, administers and coordinates the activities of the Accounting Department. Responsible for budget management, cash management, financial analysis, forecasting and financial reporting. Key areas of human resources will also be managed by the controller including policy and procedure compliance and ongoing maintenance of HR practices.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement property standards in accounting procedures and assures that the appropriate internal controls are in place and functioning properly.
2. Administer daily activities of the Accounting office
3. Responsible for property financial reporting, including financial statement preparation.
4. Supervise the accounting clerk performing the on-site accounting functions for the hotel and administrative assistant.
5. Participate in the development of and support of the company's strategic plans
6. Monitor the financial performance of the company
7. Compile and analyze financial reporting packages
8. Prepare monthly and annual operating budgets in coordination with department managers
9. Develop and manage financial controls in accordance with the company procedures
10. Communicate financial metric to management
11. Responsible for annual review and renewal of liability insurance
12. Monitor and update policies and procedures as needed
13. Management of key areas of human resources to include policy and procedure updates, healthcare plan administration, employee concerns and investigations.
14. Prepare special projects as assigned

JOB QUALIFICATIONS:

1. Minimum 3 years combined general Accounting Management and supervisory experience.
2. 1 year previous experience in Human Resource Management preferred
3. Ability to understand and analyze complex reports and other written materials
4. Computer and multitasking skills required.
5. Must be able to fluently use Microsoft Office products including Excel, Word, Outlook and power point
6. Ability to use the following equipment; computer, 10-key calculator, printer, copy machine, multi-line telephone and fax machine.
7. Ability to positively communicate and instruct employees, helping in areas where they lack knowledge, skills or experience. Able to rephrase, or "translate" fairly technical information into terms in which a lay person may easily understand.
8. Ability to communicate in English both verbally and in writing.
9. Excellent interpersonal communication skills and ability to diffuse situations.
10. Ability to work effectively under time constraints and deadlines.

PHYSICAL REQUIREMENTS:

1. Sitting for long periods of time
2. Ability to bend, reach, twist and lift various items as needed
3. Climbing occasionally on stairs or step ladders.
4. Lifting up to 25#

GROOMING:

All employees must maintain a neat, clean and well-groomed appearance per hotel guidelines.

ENVIRONMENTAL SETTINGS

1. Safety requirements adhere to company property and department safety standards and procedures at all times.
2. Exposures to cleaning chemicals
Operation of equipment and tools

SUPERVISOR:

The Controller position will report to the General Manager

