



## JOB DESCRIPTION

<b>Title:</b>	Accounting Manager
<b>Department:</b>	Administration
<b>Direct Report:</b>	General Manager
<b>Effective Date:</b>	May 2017

### Ramada Mission:

To deliver a welcoming and memorable experience, for every Guest, every time.

### Department Mission Statement:

The Accounting department oversees the finances of the Ramada Prince George. We analyze the Hotel's financial position in order to facilitate increased investment in the growth of the hotel, maximizing profitability for the ownership and enhancement of our guests' experience.

### Scope:

Reporting to the General Manager, the Accounting Manager is responsible for leading the Hotel in financial best practices, including monitoring and reporting. This position is responsible for working in close collaboration with Head Office and all department teams to maximize efficiency and profit for the Hotel. You carry a high level of professionalism, discretion and confidentiality.

### Primary Responsibilities:

- Exemplify and adhere to brand standards established by Wyndham Worldwide, Ramada Plaza, Starbucks and Days Hospitality.
- Collaborate with Executive and Leadership Teams to develop short- and long-term strategic plans, including the preparation of annual business plan. Work with the departmental managers to track the budget result, understand variances and create action plans.
- Working knowledge of the hotels operating systems, including: Property Management System, Point of Sale System, Payment Systems, Payroll Tracking System, etc. with ability to trouble shoot and facilitate technical support when required.
- Create schedules and sensitivity analysis in order to analyze financial data and business process for decision making purposes.
- Preparation of documents for hotel managers, directors and Head Office.
- Responsible for the complete billing and collections cycle.
- Responsible for the hotel purchasing and payable cycle.
- Responsible for hotel wide procurement practices for supplies and outside services.
- Monitor cost and expense controls and propose best business practices.

- Assess and enforce internal control procedures to prevent fraud and the safeguarding of hotel assets.
- Ensure that the permits, licenses and registrations associated with all of the hotel's operational areas are completed and submitted in accordance with appropriate deadlines.
- Assume leadership role in the investigation of all payroll and benefits issues with respect to union and management employees, and liaise with the Union, benefits provider and department heads as required.
- Ensure management is following standard operating procedures for the payroll administrative system.
- Coordination with Head Office on the preparation of monthly financial statements, PST Remittance, DMF Remittance, Room Tax Remittance, Non Resident Tax Remittance, GST/HST remittances, quarterly WCB filings, annual T4A filings and the overall administration of general ledger.
- Train and develop accounting employees, including the completion of performance reviews and performance management plans.
- Oversee all accounting related functions within the hotel, including the responsibilities of the Accounting Assistant, such as:
  - Hotel wide, cash handling and reconciliations procedures
  - General administration procedures
  - Payroll administration procedures
  - Reporting and reconciliation of current lottery programs
  - Month End procedures

Note: Other duties as assigned by supervisor or management

### Relationships:

#### Internal:

General Manager	Regular communication regarding relevant department operations
Head Office	Regular communication to ensure smooth operations between Head Office and Hotel Accounting department
Department Leaders	Contribute to interdepartmental discussions to ensure leaders are advised of financial considerations
Staff	Be accessible to relevant staff as required

#### External:

Vendors and Suppliers	Ensure accurate payment and build business relationships
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## **Qualifications:**

### **Education/Experience:**

- Enrolled in a qualified CPA program
- 5 years of relevant experience in business administration
- Experience in the hospitality industry preferred

### **Certification and/or License Requirement:**

- Valid BC Drivers' License an asset

### **Skills:**

- Excellent organizational, problem solving, planning and implementation skills
- Strong numerical, writing and verbal communication skills
- Exemplary analytical skills
- Expert in Microsoft Excel
- Ability to build and maintain lasting relationships with employees and clients
- Methodical in approach with careful attention to detail and accuracy
- High level of professionalism, discretion and confidentiality
- Understanding of financial reports including budgetary guidelines and project expenditures
- Ability to contribute to the creation and implementation of an overall annual business plan / budget
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail required
- Ability to follow through and complete overlapping projects