



JOB DESCRIPTION

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| Title: | Accounting Coordinator |
| Department: | Administration |
| Direct Report: | Accounting Manager |
| Effective Date: | December 2017 |

Ramada Mission:

We 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 Accounting Manager, the Accounting Coordinator is responsible for providing financial, administrative and clerical services. This position is responsible for working in close collaboration with all department teams to maximize efficiency and profit for the Hotel. The Accounting takes a conscientious, hands-on approach to deliver high quality and precise work and enjoys completing routine day to day tasks within established systems, standards and procedures. You carry a high level of professionalism, discretion and confidentiality.

Primary Responsibilities:

- Exemplify and adhere to brand standards established by Wyndham Worldwide, Ramada Plaza and Days Hospitality.
- Collaborate with Leadership Team to develop short- and long-term strategic plans, including the preparation of annual business plans.
- Process daily cash outs and transaction reconciliation from all departments.
- Process change orders.
- Reconcile Petty Cash.
- Process Tip Out distribution.
- Banking duties and replenish funds in the ATM as required.
- Management safe, floats and petty cash as well as audits.
- Read and route incoming mail and prepare outgoing mail.
- Manage lottery sales and reports.
- Complete payroll functions in order to ensure that staff is paid in an accurate and timely manner.
- Verify pay amounts, hours of work, deductions, etc.
- Maintain an awareness of pertinent Collective Agreements and their provisions as they

relate to payroll and financial matters.

- Create packages for head office on a weekly and monthly basis as required.
- Mail invoices to clients.
- Verify accuracy of monthly accounts receivables and provide reports to the Accounting Manager.
- Make follow up calls to outstanding accounts.
- Process accounts payable invoices as required by the Accounting Manager.
- Prepare and print cheques as necessary.
- Maintain a filing system for all financial documents.
- Perform data entry, proofing and adjustments in the hotel information systems.
- Compile, maintain and update regularly a working manual describing daily, weekly, monthly and annual routines in sufficient detail to enable a qualified person to substitute with minimal training.
- Ensure the confidentiality and security of all financial and employee files.
- Contribute to the preparation of reports for monthly financial reviews for the General Manager and Head Office to celebrate successes and identify opportunities for improvements.
- Implement, execute and attend weekly/monthly and annual meetings as required by the organization.

Note: Other duties as assigned by supervisor or management

Relationships:

Internal:

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| Accounting Manager | Regular communication regarding relevant department operations |
| Head Office | Regular communication to ensure smooth operations between Head Office and Hotel Accounting department |
| General Manager and Department Leaders | Contributes to interdepartmental discussions to ensure leaders are advised of financial considerations |
| Team Mates | To be accessible to relevant staff as required |

External:

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| Vendors and Suppliers | To ensure accurate payment and build business relationships |
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Qualifications:

Education/Experience:

- 3 years of relevant experience in business administration
- Experience in the hospitality industry preferred
- Relevant post secondary which could include diploma and/or certificate in business administration, book-keeping

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.
- Able 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.