



POSITION TITLE: Accounting Manager	DEPARTMENT: Rooms
REPORTS TO: General Manager	FLSA DESIGNATION: Hourly Non-Exempt
DATE WRITTEN/REVISED: April 2019	

Position Overview:

Responsible for keeping records of all accounts. Perform various bookkeeping, accounting, and banking duties; such as recording and reconciling sales receipts, making deposits, and maintaining tills, and backup cash banks. Perform other various functions such as; payroll, receivables, payables and human resource functions. To uphold our company standards and mission.

Essential Functions:

- Responsible for tracking, recording and processing of:
 - Payroll
 - Personnel files
 - Cash and credit receipts
 - Payables and receivables
- Serve as the in-house Human Resources Manager.
- Participate in all required and requested hotel department meetings, as per General Manager.

Leadership Functions:

Create and maintain a positive work environment through team building and serve as a role model for staff in terms of:

Professionalism	Attitude	Respect	Communication
Appearance	Conduct	Cooperation	Trust

Uphold and abide by the policies in the Associate Handbook, for your position. Follow these policies, rules and regulations for the safe and effective overall operation. Teach and enforce all existing and new policies and procedures. Must have commitment to company values.

Maintain a hands-on, positive and inspirational coaching approach while working with and supporting your supervisors and associates. Be a good role model and actively seek coaching opportunities to help maintain a positive work environment. Maintain this environment through team building. Be proactive to assure your property has a "harassment free" work environment. Report harassing behavior immediately.

Maintain a positive approach to working with associates to include coaching. Offer praise for those times when someone is doing the right thing and immediately correct when improvement is necessary. Maintain a 45 to 50-hour average annual workweek. Work schedule prescribed by the Hotel General Manager.

As the leader of the Accounting Department, your presence and behavior in the office assisting and helping is essential to our overall team's success. Lead with integrity and model the right behavior for the team.

Professionally represent the hotel and property when interacting with guests from the community and

Responsible for the issuing of no-charge list for food customers, bad checks, bad customers or companies.

Monitor bad check returns and collections.

Responsible for the accurate charging and crediting to the various property accounts. Transfer all accounts and credit cards to the city ledger, and its balancing. Responsible for posting on all accounts.

Responsible for necessary information in regard to overdue accounts and updates General Manager to take action as needed.

Write all checks issued by the office and prepare them for signature. Control and balance the manager checkbook.

Responsible for a variety of bookkeeping duties. Prepare various daily reports such as; daily labor and sales reports, food and beverage, tips, etc.

Receive all invoices, match invoices with purchase orders, receiving slips, or obtain department head's signature in lieu of purchase order or receiving slip. Verify extensions, and additions of all invoices.

Balance suppliers' monthly statements to the property's accounts payable records.

Prepare accounts payable for coding and totaling for month end. Maintain files for accounts payable records throughout the month.

Responsible for all travel agent commissions, on a regular basis.

HR Responsibilities

Confirm all new hire paperwork is completed accurately, by each department, and submitted before the start of the new pay period. Set up a file and payroll record for each new hire. Work with each department manager to guarantee the paperwork gets completed.

Ensure completeness and accuracy of associate benefit files, and coordinates with Corporate Office.

Verify accuracy of all personnel records making sure all associate files are kept up to date including; transfers, pay increases, vacation days, etc.

Make certain of the accuracy, timeliness and submission of payroll records to Corporate Office for processing.

Must be knowledgeable of and continuously practice company safety policy and procedures. Follow all OSHA and hotel safety policies and procedures.

Assist the General Manager, as directed, to maintain a proactive Worker's Compensation program. This will help to insure the safety and well-being of our employees. In the event an employee is injured, verify a *First Report of Injury* form is completed by each applicable department manager, within 24 hours of the incident.

Coordinate any general liability claims handling with the Corporate Office claims manager.

Follow all state and federal labor and employment laws. Do not hire anyone, under the age of sixteen, to work on our property. (see General Manager for any state specific exemption).

With access to private information, must be able to maintain confidentiality at all times. This includes



Upon employment, all employees are required to fully comply with Regency Hotel Management rules and regulations for the safe and effective operation of the hotel's facilities. Employees who violate hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. It may be changed and updated at any time.

I have read and understand the requirements of the Property and Regency Hotel Management and will comply with the responsibilities of my position.

Name _____

Signature _____

Date _____

AGM Sign _____