

ACCOUNTANT

Magdalena Grand Beach & Golf Resort, Lowlands Tobago invites *suitably* qualified and experienced persons with significant knowledge and experience in hotel accounting to fill the vacant position of Accountant.

The incumbent will report to the Hotel Controller and will be required to perform financial functions related to the collection, accuracy, recording, analysis and presentation of the Company's financial operations.

Major Duties & Responsibilities

- The Hotel's Accountant will be responsible for producing month-end accounts, along with comparisons to help forecast business earnings.
- Will be required to prepare asset, liability, and capital account entries by compiling and analyzing accounting information.
- Document financial transactions by entering account information.
- Recommends financial actions by analysing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Responsible for reconciliation and review of General Ledger, Bank Reconciliation
- Substantiate financial transactions by auditing documents.
- Producing an accurate set of month-end accounts, with comparisons to forecasts and previous periods
- Maintain accounting controls by preparing and recommending policies and procedures.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data base backups.
- Maintain financial security by following internal controls.
- Approve payments by verifying documentation, and requesting disbursements.
- Maintain customer confidence and protects operations by keeping financial information confidential.

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- Evaluate, analyze and interpret fiscal and financial reports, forms, data and other complex documents.

Knowledge & Abilities

- General Accounting knowledge
- Competence in Accounts Payable, Accounts Receivable, Income Audit, Payroll, Inventory, Cost Control, Procurement would be an asset.
- Competent with MS Office Suite mainly Excel at Advance Level for various reporting
- Job includes transaction posting, recording, reporting, analysis, reconciliations, research, investigations and administrative skills.

Personal Attributes

- Strong Leadership Skills
- Energetic
- Must possess Excellent Communication and Interpersonal Skills,
- Adaptable, Analytical, Organized and Structured,
- Self-Motivated and Enthusiastic.
- Strong appreciation for Company rules, policy and procedures and is willing to abide by it.
- Respects authority, confidentiality and privacy of Company and Employee's interest.

Minimum Requirements

- ACCA Accreditation
- Bachelor's Degree in Accounting or equivalent Certification.
- Work experience of 5-7 years in a Finance Department. - preferable Hospitality Industry
- Knowledge of Micros, Opera and GP Dynamics would be an asset.
- Must have basic computer skills including the ability to operate computerized accounting, spreadsheet and word – processing programs and emails.
- Knowledge, Skills and Character testing will be required.

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Deadline for submission of all applications is Friday 14th September, 2018

**PLEASE SUBMIT YOUR APPLICATIONS TO THE HUMAN RESOURCE
DEPARTMENT or via email at careers@magdalenagrand.com.**

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED