

**Position:** Financial Controller  
**Department:** Administrative and General  
**Reports To:** General Manager

### **SUMMARY of POSITION**

The Financial Controller directs the financial affairs of the Resort (hotel and timeshare sales) and is responsible for the Resort's financial plans and policies (in cooperation with the General Manager), its accounting practices, the conduct of its relationships with lending institutions, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls. The Financial Controller uses his or her expertise and knowledge of the foregoing to assist the General Manager in the operations and business management of the Resort.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

1. Supervises accounts receivable, accounts payable, cash deposits, petty cash transactions, cashier deposits, and proper internal controls for cash handling and deposits.
2. Verifies daily transactions on Night Auditor Report, Daily Cash Report, Food and Beverage Reports, Daily Sales Reports, Daily Sales Statistical Report, proper posting of revenues to Revenue Journal and General Ledger on a daily basis, proper handling of cash, charges and food and beverage checks, charging daily and monthly expenses and payroll to appropriate budget codes and departments, and coordinating Resort Accounting System with the Corporate Accounting System.
3. Prepares all financial reports produced by the hotel, to include: Daily Revenue and Sales Report, Daily Cash Report, Monthly Profit and Loss Statement, Aged Accounts Receivable Report, and Balance Sheet.
4. Reviews and analyzes Monthly Profit and Loss Statement.
5. Processes payroll, including tip allocation and reporting.
6. Maintains records as required by government agencies and other hotel records as required by management.
7. Monitors purchasing to include processing of all purchase orders and requisitions for posting to proper department as expenses.
8. Monitors and reviews insurance coverage.
9. Maintains property records and conducts periodic inventories of assets.
10. Establishes sound and efficient accounting policies and procedures to facilitate and monitor resort operations and to protect and control assets of the organization. Interprets, implements, and reviews accounting policy and procedures.
11. In conjunction with department heads, develops and consolidates annual operating budget.
12. Compiles key operating statistics as requested.
13. Ensures periodic audits of all staff change banks.
14. Analyzes resort records to determine adherence to established controls and procedures. Works with accounting staff and department heads to maintain proper financial controls.
15. Ensures correct posting of entries to hotel accounts.
16. Ensures proper pricing and expensing of daily invoices. Ensures prompt payment of invoices to receive vendor discounts.
17. Compiles data on purchases, requisitions, transfers, and payroll, to compute food and labor costs.
18. Participate in monthly Food and Beverage inventories to ensure accurate monthly inventories are

- recorded correctly on the balance sheet.
19. Monitors petty cash vouchers to insure proper procedures are being followed and expenses are properly posted.
  20. Monitors guest checks, vouchers, cash sheets and other accounting forms to insure proper posting.
  21. Audits vendor bills and prepares payment by check or voucher to Corporate Accounting.
  22. Establishes and maintains open purchase orders and contracts for maintenance and services with resort vendors and suppliers.
  23. Allocates expenses according to corporate financial system and Uniform System of Accounts for Hotels.
  24. Establishes a complete and systematic set of financial records.
  25. Establishes procedures for financial records storage and manages same.
  26. Ensures correct operation and maintenance of cash registers, time clocks and computer system.
  27. Establishes and maintains written policies and procedures relating to financial management and controls.
  28. Maintains high personal visibility and professionalism throughout the property and maintains appropriate level of community public affairs involvement.
  29. Supports General Manager in directing, leading, and overseeing all aspects of property management in accordance with corporate operating standards.
  30. Assist in developing and educating operational managers to become more proficient in reading, interpreting and analyzing their respective financial statements.
  31. Performs other duties as assigned.