

ACCOUNTS PAYABLE SUPERVISOR

RESPONSIBLE TO:	Chief Accountant
SCOPE OF POSITION:	Responsible for the auditing, processing and timely payment of all disbursements. Responsible for the preparation of expense analysis and for other financial reports as requested. Maintains files for accounts payable records
EXPERIENCE:	Two years experience in hotel accountant functions
QUALIFICATIONS:	Good knowledge of accounting
SPECIAL SKILLS:	Trained in computer operations
AGE:	20 years +
ENGLISH PROFICIENCY:	Good

POSITION DESCRIPTION:

ADMINISTRATIVE TASKS

- Reports to work station according to schedule with a high standard of personal appearance and hygiene with clean and pressed uniform and name badge as described in staff handbook.
- Ensures all financial transactions are recorded with accepted accounting principles and established accounting policies and procedures.
- Attends staff and training sessions as directed by the Chief Accountant.

OPERATIONAL TASKS

- Audits and processes payment for all disbursements.
- Prepares expense analysis as requested by Chief Accountant.
- Administers and maintains Accounts Payable and related accounting records.
- Assists in preparation of monthly and annual financial reports.
- Prepares and reviews creditor reconciliation statements.
- Liaises with Purchasing Officer and suppliers when necessary to assist with Accounts Payable.
- Ensures sufficient supply of all stationery items required for efficient operation.
- Ensures work area is clean and well organized.
- Provides assistance to guests in all emergency evacuation and medical procedures.
- Maintains correct security procedures according to policy.
- Reports any health or safety hazards to the Chief Accountant.
- Performs other duties that may be required by the Chief Accountant.