

NOBU HOTEL

BARCELONA

JOB DESCRIPTION

Location: Nobu Hotel Barcelona

Department: Accounting

Position: **Senior Accountant**

Reports to: Finance Director

Additional Reporting Lines: Finance Director

Job Summary

The Senior Accountant supports the Director of Finance at Nobu Barcelona. This intermediate position is responsible for providing assistance and guidance to all staff as well as carrying out the following duties; tax reconciliation, reporting, system integrity verifications, budgets, general and payroll audits among others. Additionally, the Senior Accountant duties will also include managing and maintaining the weekly ledger balance verifications and overseeing the rest of the accounting team.

Essential Functions

- Analysis of Posting Master System PMS (Opera) & Point of Sales POS verifications, deposit verifications, sales tax/occupancy tax verifications, sort mail if needed and credit card, support to income audit, approval submissions and month end reconciling.
- Manage, Analyze and Reconcile all General Ledger for the hotel Asset and Liability Account, Bank Reconciliations, and AR collections.
- Assist in directing, reconciling monthly/quarterly/yearly tax workpapers preparation for the hotel.
- Analyze and Reconcile all hotel Prepaid Accounts, reviews approves coding and submissions of accounts payable. Prepares the monthend accruals.
- Oversight tax reconciliation and reporting of hotel revenue, use tax, and occupancy taxes.
- Daily PMS verifications.
- Responsible for posting of corrective entries into Navision for maintaining correct ledger balances.
- Oversees the tracking in Opera of wire transfers and deposits received. Ensures the verification of bank depositing and the entry of bank deposit into financial systems.
- Analysis of accounts payable postings. Contabilizar facturas, ayudar a AP en la preparación de facturas.
- Prepares and Review for approval specific hotel accounts payable and posting of vendor invoices in accounting, as Fix Assets invoices.
- Responsible for posting cash journal entries into Navision, previously prepared by General cashier.
- Carries out the verification of credit cards processed by the operational departments.
- Corresponds through reporting any possible variances in the Balance accounts to the Director of Finance.

- Audits of voids, paid out, and adjustments. Ensures proper backup and documentation is on file.
- Reads all e-mails and responds within a reasonable time frame.
- Responsible for communication with other Hotel departments.

Other Duties

- All Associates are required to fully comply with hotel and departmental rules, regulations and policies for the safe, secure, effective and environmentally friendly operation of the hotel facilities. Examples include, but are not limited to lost and found procedures, emergency procedures, recycling efforts, etc.
- Attend and participate in all hotel and/or departmental meetings, training sessions and other information meetings.
- Regular attendance in conformance with hotels standards is essential to the successful performance of this position.
- Comply with hotel grooming standards for both uniformed and non-uniformed associates.
- Comply with hotel service and behavioral standards towards our guests, vendors and fellow colleagues, including, but not limited to ensuring proper phone etiquette, courteous and respectful behavior and maintaining a friendly and positive attitude.
- Perform all other duties as directed by management that are consistent with the policies and procedures of the hotel.

Working Conditions & Physical Requirements

<i>Physical Effort:</i>	Significant portions of day require prolonged sedentary work. Ability to visually review documents and computer screen throughout day.
<i>Physical Environment:</i>	Inside well lit office with comfortable ventilation.
<i>Manual Skills</i>	Significant portions of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity, e.g., typing, handwriting, or machine operations.
<i>Work Schedule:</i>	Due to the cyclical nature of the hospitality industry, Associates may be required to work varying schedules to reflect the business needs of the hotel.
<i>Safety:</i>	Responsible for operating within hotel safety guidelines, including the safe and responsible operation of hotel equipment. Reports and addresses safety concerns as they arise. Ensures safe handling of chemicals in accordance with hotel and department standards and utilizes proper personal protective equipment (PPE) when appropriate.

Qualifications

<i>Education:</i>	Bachelor's degree in Accounting/Finance. Effective management, leadership and communication skills.
<i>Experience:</i>	4 years of progressive experience in managing luxury hospitality Accounting with at least three years of experience as a hotel Senior Accountant or Accountant.

Computer Skill & Other Systems proficiency with Navision, Windows, Opera, Simphony, Microsoft Office.

Technical Skills: Ability to analyze, understand and present complex technical information to all levels. Organizational and time management skills to meet/exceed deadlines. Ability to easily maneuver on computer keyboard required.

Communication: Advanced ability to comprehend and speak English to understand and respond to information and address advanced guest requests required both verbally and in writing. Knowledge of additional language(s); Bilingual (Spanish) required.

Licenses or Certifications: n/a

Other: Must be customer-service oriented and have excellent hospitality skills.
Must be able to calculate basic mathematic functions.

Acknowledged

I have read the above Job Description with my manager and understand that my performance will be evaluated and measured based on my ability to achieve the above criteria.

This job description in no way states or implies that these are the only duties to be performed by the associate occupying this position. Associates will be required to perform any other job-related duties assigned by their supervisor and/or manager.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Associate's Name (Please print)

Associate's Signature

Date