

INCOME AUDITOR / DEBT COLLECTION

An excellent opportunity exists for a committed, mature and ambitious professional to join the Corinthia Palace Hotel & Spa Team.

Job Responsibilities:

- Ensure that paymaster accounts and permanent folios are checked out on a timely basis.
- Verify that all voided guest checks are explained and approved by the supervisor or manager.
- Verify and analyze complimentaries.
- Perform costing exercises in relation to events.
- Reconcile various general ledger accounts at month end.
- Preparation of reconciliation.
- To ensure the Debt Collection function for the hotel is done in line with forecasts
- Set resulting in a positive cash flow for the hotel
- Collecting and processing payments on all amounts owed to the hotel
- Chasing regularly debts owed and keep records of all actions taken
- Providing timely and accurate financial information
- Liaising between clients and the relevant departments of the hotels in order to answer client queries, whether these are presented via telephone or correspondence.
- Ensures that necessary information in regard to overdue accounts is supplied to the Finance Director and presented in a monthly debtors' meeting.
- Controls by recording posting and balancing all advance deposits.
- Checks queries and account disputes and clarify with the credit manager and respond immediately.
- Ensure all hotels' revenues settled by city ledger are accurately recorded as well as supported by relevant contracts, authorisations and guarantee letters; and sent to clients in a timely manner.

- Ensures prompt and accurate payment of approved invoices and pro forma invoices.

Skills & Knowledge:

- Minimum 2 years in similar capacity
- Familiar with hotel accounting as well as operation
- Demonstrate management of a high-volume AR activity, with knowledge of associated controls and procedures
- Knowledge and work experience of hotel systems i.e. (Sun, Opera, Micros), Excel, Word etc.
- Communicate clearly and concisely
- Analytical and have the drive to initiate new ideas or plans
- Strong and confident personality coupled with the ability to work as part of a team
- An organised and methodical approach
- A high level of accuracy and attention to detail
- Good time management for meeting strict deadlines
- Basic accounting knowledge is required

To be considered for above role please click 'apply' to be directed to our website to complete the online questionnaire.