**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Assistant Controller
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Assumes the duties of the Controller during his or her absence. Assists in managing and protecting hotel financial assets by maintaining accurate and timely financial reporting, ensuring acceptable levels of internal control, ensuring compliance with all federal, state, and local regulations, safeguarding the owners/investors assets, and focusing on the profitability of the business.

* Prepares budgets, cash flows, financial statements, and other reports that help determine the current and future financial stability of the property.
* Identifies opportunities to drive cost efficiencies, profits, cash flow, and maximize receivables collection.
* Ensures adherence to accounting policies and procedures.
* Assists with inventory accounting on a monthly basis.
* Complies with all applicable laws, rules, and regulations by preparing and filing tax and license information returns.
* Reviews and maintains files on all contractual obligations of the hotel.
* Maintains and upgrades all computer systems within the property.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Bachelor’s degree in Business, Finance or Accounting or equivalent combination of education and experience.
* Minimum of three years of related progressive experience, preferably in a hotel accounting environment.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Excellent verbal and written communication skills.
* Advanced computer application knowledge.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.