**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: 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.*

Manages and protects hotel financial assets by maintaining accurate and timely financial reporting, ensuring acceptable levels of internal control. Complies with all federal, state, and local regulations, while safeguarding the owners/investors assets and focusing on the profitability of the business.

* Directs and coordinates the annual budget process for financial and capital projections.
* Develops and oversees the implementation and use of accounting audits to ensure required data, procedures and records are reviewed.
* Prepares accurate and timely cash flow statements and manages receivables, payables, cash balances, control mechanisms and timely deposits of all funds. Performs timely profitability evaluations.
* Ensures hotel’s compliance with all regulatory licenses and permits, leases, contracts, legal agreements, and the proper execution of operational taxes.
* Hires, trains, develops and reviews the performance of department personnel.
* 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 five years of related progressive experience, preferably in a hotel accounting environment.
* Demonstrated ability to achieve desired results.
* Excellent leadership and management skills.
* Excellent verbal and written communication skills.
* Strong analysis and problem-identification/resolution 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.