
Hotel Accountant Resume

Job Objective

Seeking a Hotel Accountant position in a stable company where I can use my skills to benefit the company.

Highlights of Qualifications:

- Immense knowledge of standard Hotel billing practices and procedure
 - Focused and detail oriented to handle large amounts of currency
 - In depth knowledge of SAP and activity-based cost accounting and US GAAP
 - Ability to handle multiple projects at one time
 - Excellent communication skills both verbal and written
 - Ability to review and verify accuracy of data
 - Remarkable ability to communicate well with clients
 - Trustworthy individual with strong ethics and integrity
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Professional Experience:

Hotel Accountant, August 2005 – Present
Sheraton Birmingham Hotel, Williford, AR

- Compiled hotel and restaurant reports, including Flash, Forecast, P&L Summary, Accounts Receivable Aging, Actual vs Budget Analysis.
- Prepared daily cash deposits and post cash receipts ensuring appropriate accounts receivable and collections.
- Ensured to post and reconcile monthly management fees, reimbursed costs, and hotel and restaurant billings.
- Maintain subsidiary payroll summary registers and reports and assisted in posting of month-end journal entries.
- Partnered with monthly development project billings for service fees and reimbursable expenses.
- Coordinated with Asst. Corporate Controller on special assignments and projects.

Hotel Accountant, May 2000 – July 2005
Hyatt Hotels, Williford, AR

- Reviewed and posted invoices and prepared disbursements and process checks for centralized hotels.
 - Assist hotels with accounts payable and vendor issues.
 - Analyzed business trends, revenues, financial commitments, and obligations, to plan future revenues and expenses.
 - Reported to the organization regarding established funds.
 - Properly accounted assigned entries.
 - Analyzed budgets and prepared periodic reports that compared calculated costs to actual costs.
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Education:

Bachelor's Degree in Accounting, Rider University, Lawrenceville, NJ

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