
Hotel Controller Resume

Job Objective

Looking for employment with company searching for an experienced Hotel Controller.

Highlights of Qualifications:

- Familiarity with industry standard hotel, food and beverage accounting
 - Thorough knowledge of balance sheet and general ledger reconciliations
 - Wide knowledge of hotel operations, services and accounting
 - Proficient with PMS and POS systems
 - Ability to monitor, approve and prepare daily payroll accounts
 - Ability to prepare and review budgets, operating results and sales
 - Ability to manage cash flow and payables
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Professional Experience:

Hotel Controller

Hilton Hotels Corp., Westbury, NY

August 2005 – Present

- Administered the financial department.
- Enforced systems and formulated financial analysis.
- Supervised preparations of budgets and financial forecasts.
- Outlined reports for hotel's financial position.
- Formulated governmental reports and managed enquiries from governmental agencies.
- Coached assigned employees and aided pre-opening duties.

Hotel Controller

Heritage Hotels and Resorts, Westbury, NY

May 2000 – July 2005

- Administered the financial activities of the hotel.
 - Aided as financial advisor to Hotel Management.
 - Authorized sales, purchases, salaries and expenditures of the hotel.
 - Assisted department heads and formulated annual plan.
 - Supervised and coached the staff.
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Education:

Bachelor's Degree in Hotel Management

Warner Southern College, Lake Wales, FL

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