Job Description

Job Title: Junior Accountant

Report to: Accounting Manager

Brief Summary of Job: Provide accounting and clerical assistance to the accounting department.

Essential Functions and Responsibilities of the job include but are not limited to:

- Prepare and analyze financial statements for various hotel/corporate entities monthly.
- Prepare budget variance comments for management.
- Perform bank reconciliations for complex bank accounts and prepare related journal entries.
- Reconcile Balance Sheet accounts and research aging items.
- Review and audit Accounts Payable submitted by the hotel properties.
- Prepare monthly occupancy and sales tax returns.
- Prepare and automate standard monthly journal entries.
- Audit and post bi-weekly payroll.
- Audit and post Daily Collection Reports.
- Vendor maintenance – maintaining W9 forms from new vendors and maintaining current vendors.
- Compile data for annual tax filings and post year-end tax adjustments provided by CPAs
- Research and file annual Unclaimed Property.
- Assist Senior Accountants with compiling information for audits.
- Assist Accountants in the preparation of monthly/quarterly/annual closings.
- Administrative assistance as requested.
- Special projects and ad hoc requests as needed.

***Management retains the discretion to add or change the duties of the position at any time. ***

Supervisory Responsibility: None

Independent Judgment Used: Frequently within the guidelines established by management and to the extent of operating within Pacifica Hotel Company policies and procedures.
**Working Conditions/Environment:** Office Environment

**Qualifications:** BS Degree in Accounting or related degree with heavy accounting emphasis in coursework. Ability to handle confidential information in a discreet, professional manner. Eye for detail, accuracy is imperative. Able to meet deadlines. Excellent oral and written communication skills. Excellent organizational and analytical skills. Ability to be an effective team member and display initiative. Proficient with MS Word, Excel, and Outlook. Ten key by touch required. Strong verbal and written communication skills. Ability to multi-task, work under pressure and meet deadlines required.

**Physical Requirements:** Occasionally lift of boxes of files weighing up to 20 lbs. Occasional filing. Occasional trips to properties for meetings.

**Additional Comments:** Must be aware of the importance of safety and security. Endeavor to be conscious of safety and security at all times. Friendly and courteous to guests and fellow team members at all times.

I have read and received a copy of this job description.

Signed: ____________________________________________

Team Member

Date

____________________________________________________________

Print Name and Property Name / #