

ACCOUNTANT
HILTON GARDEN INN AND HILTON HOTEL WINDHOEK

- As the Accountant of Hilton Garden Inn you will be responsible for all financial reporting, budgeting forecasting and ensuring regulatory compliance.
- Prepare and post daily and monthly journal entries and assist in month-end closing, including the review of the GLs with Department Heads and research variances.
- Perform monthly reconciliation of balance sheet accounts.
- Process credit card refunds and advance deposits; handling of daily chargeback inquiries and credit card audits.
- Audit F&B promo and Void Check packs daily and follow up with F&B Managers as needed.
- Responsible for handling all accounts payables receive in Birch Street that is not processed through the Purchasing Department.
- Assist with monthly house bank audits, weekly parking audits and internal/external audits and peer reviews.
- Prepare monthly financial statements
- Assess a list of daily revenue activity to ensure accountability, balance general ledger accounts, and fix any discrepancies or problematic accounts.
- Track and record all accounts receivable accurately, while also generating and managing accounts payable invoicing
- Responsible for all tax compliances including submission of tax returns;
- Liaise with external stakeholders such as external auditors, financial institutions

Critical Skills and Experience Required

- Degree in Accounting
- 2 years bookkeeping experience
- Attention to detail
- Ability to work in a team

CLOSING DATE: 15 March 2024

APPLICATION PROCEDURE:

Suitably qualified applicants should forward their applications clearly indicating the position applied for along with supporting documents to **recruitment_hilton@Hiltonwindhoek.com** for further information please visit <https://unitedafricagroup.com.na/page/hilton-windhoek/>

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