

JOB HIGHLIGHTS:

- Helps and creates/build strong organization as well as internal operational procedure together with Financial Controller, Chief Accountant and Associate of Account Receivable.
- To support the Financial Controller in carrying out the responsibilities of the Finance and Accounting Department.

DUTIES & RESPONSIBILITIES:

- Check all documents settlement by NON-CASH against the Folios and the Contract Agreement also with Hotel Reservation Confirmation Letter.
- Ensure the accuracy of all changes and credits to the various accounts and that they are properly entered to PMS on a timely basis.
- Balancing guest ledger daily before transferring unsettled guest balances to City Ledger, posting, editing and updating to accounts receivable system. Direct bill accounts transferred to the City Ledger must be billed on a timely basis, preferably the same day.
- Create invoices & send to customers, apply cash receipts on a daily basis,
- Balancing / posting daily payments and reconciling short payments
- Credit card billings must be controlled separately from other receivables to ensure payments are properly credited and reconciled with receipts. If Electronic Data Capture (EDC) facility used, ensure summary reports agree to amounts credited to bank account.
- Preparing and distributing invoices of Employee City Ledger accounts promptly.
- Obtain the Commission Report which prepared by Reservation and approval by the CEO
- Compute accurately all travel agents commissions payable and enter them on a timely basis.
- Ensure that the proper amount of travel agents' commission is paid, and Paid only to authorized travel agents.
- Ensure that Accounts, Statements and follow-up Reminder Letters are proper settle on a timely basis.
- Ensure that the necessary information in regard to overdue accounts is supplied to the proper persons for follow-up.
- Monitoring the High Balance exceed the In-house Guest Floor Limit and consulting to the Financial Controller and the Guest Service Manager on Daily basis.
- Control by recording, posting collection and balancing of all advance deposits by ledger.
- Respond to guests' queries and account disputes by keep filling Active and In-Active correspondence of each individual profile.
- Reconcile Advance Deposits for Events and Accommodation
- Reconciliation of total City Ledger accounts to the General Ledger each month
- Balance all Accounts Receivable Ledgers to the appropriate control.
- Ensure timely billing of invoices and statements per credit policy.
- Obtaining the Tax Invoice Number attached with TAX Invoice Report upon applied the payment (AR-Collection).
- Prepare the Weekly and Monthly Cash In Flow Forecast to the General Cashier as per the potential Weekly & Monthly expect collection.
- Prepare the Monthly Report, AR-Aging Report, AR-Collection Report and up to date Barter Agreement on time.
- Assist the Financial Controller to prepare Bank Reconciliation Report.
- Regularly arrange storage of City Ledger documentation and appropriate Accounts receivable computer reports.

DESIRED SKILLS & EXPERIENCES:

- Thai National Only, Male/Female Age: 22-30*Negotiable
- Bachelor's degree in Accounting is preferred
- New graduate is welcomed.
- Hotel accounting or audit will be an advantage.
- Excellent communication skills and leading a team of mid and junior level accountants
- Positive attitude, strong service mind, patient, leadership and strong analytical & problem-solving skills
- Creative, Multi-tasking Skill, Flexible and able to work under pressure

Please send CV in English with recent photo to email: hr@kokotel.com