



ACCOUNTS ASSISTANT (ACCOUNTS RECEIVABLE)

Amara Singapore

Date Posted: 18 April 2017

Apply By: 17 May 2017

Department: Accounts

Employment Type: Full-Time

Job Summary:

Provide efficient, timely and accurate payment of accounts under his or her control in accordance with the Finance Policy and Procedures of the Hotel

Responsibilities:

1. Collect & sort all Guest Folios, Credit Card Charged Slips, Settlement Slips & Audit Report
2. Check the folios against rates and supporting documents from Front Office
3. Transfer folios into system, scan folios into shared folder
4. Mail the original folios to corporate/clients
5. Prepare Banquet invoices when needed
6. Tally credit card figures from Front Office and generate relevant reports
7. Follow up with Front Office on incomplete documents
8. Follow up on email queries from Reservations, Sales and clients
9. Match and tally Front Office & F&B credit transactions and follow up on discrepancies
10. Posting of payment receipts and contra against invoices paid
11. Print the statement of accounts at month end and for the Credit Manager's review and mail those selected by Credit Manager
12. Print Commission Report from HMS and check against agents' booking statement
13. Perform month end closing activities such as Journals and month end reports
14. Prepare monthly excel summary on billing and breakdown for corporate clients and groups if necessary
15. Generate Reconciliation Report for credit cards and contra payment received against invoices and Monthly Statements for Accounts Officer

Others

1. Perform any other duties as assigned by Superior / Management
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JOB REQUIREMENTS:

1. Support and uphold the company mission and core values
2. Maintain a high standard of professionalism, ethics, grooming and attitude towards staff and guests
3. Pleasant personality
4. IT Proficiency in MS EXCEL and Hotel systems
5. Strong communication and interpersonal skills
6. Meticulous
7. Ability to solve problem

QUALIFICATIONS & EXPERIENCE:

1. Secondary education
2. No experience required

SPECIAL REQUIREMENTS:

1. Hotel systems (training will be provided)

Interested applicants may email their resume to career.sg@amarahotels.com