Job Description: Hotel Controller

Immediate Supervisor: General Manager
Indirect Supervisor: Vice President of Finance-Hotels

Status: Exempt / Salaried

Company Overview:
Legacy Ventures (http://www.lvmgt.com) responds to unique market opportunities while enhancing the built environment. The company was founded in 1995 as a real estate development firm in Downtown Atlanta. Through the years, it has cultivated competencies in hotel management, restaurant management, asset management, finance, sales, marketing, design, and construction. Today, this breadth of in-house disciplines fortifies the firm’s ability to anticipate, plan and execute successful projects.

Fluency across multiple real estate uses, commitment to quality and the ability to work with partners and local governments have enabled Legacy to define and develop innovative projects in senior housing, residential and retail uses in addition to its core focus in hospitality and urban mixed-use. Projects have ranged in size from $500,000 restaurants to $100 million developments. Many have had city-center locations and were only possible with complex capital structures. The company is known for historic and adaptive reuse projects as well as for new construction.

As Legacy enters its third decade in business, it celebrates both its past, and its future. The company has received significant recognition including MIT Center for Real Estate's primary award, Hilton Hotels Corporation “Multi-brand Developer of the Year” and Downtown Atlanta’s “Economic Impact Award.” Recent assignments include two full service hotel developments. Legacy embraces its entrepreneurial, community and creative underpinnings and will continue to reach for excellence in the built environment.

Summary: Works with management to accurately document and report revenue and expenses while safe-guarding all hotel assets.

Essential Duties and Responsibilities: include the following. Other duties may be assigned by the supervisor as needed.

- Collect/Audit paperwork from all revenue centers in the hotel ensuring accuracy and compliance with company internal controls and local hotel polices.
- Prepare the daily report for circulation to management and uploading to central accounting system.
- Provide daily cash and change requirements for the hotel. Maintain and disperse cash from house fund safe and petty cash fund, account for all disbursements from funds and perform daily house bank count.
- Issue banks to other cashiers as needed, and maintain a documented inventory of all cashier banks. Collect and count all cashier envelopes daily, and research any cash variances.
• Enter cash drops from the cashier envelopes and determine depositor's overage or shortage, if any and balance to the revenue report the following: cash folio, F&B tips, and paid outs.
• Audit all outstanding banks per company Accounting Manual, reporting any shortages to the appropriate Department Head and notify management of any issues or problems.
• Prepare daily bank deposit, process bank change orders and count the General Cash bank each day and maintain an accurate record of such.
• Monitor and record all house account meals and entertainment expenses and report any non-compliance.
• Prepare reports such as petty cash reports, over and short reports, General Cashier reports, cash management reports and/or other reports as needed.
• May assist in various storeroom areas to include receiving, storing and dispersing hotel goods to ensure that each department's supply needs are met in a timely and efficient manner.
• As applicable, review daily void reports from the hotel’s F&B POS system to ensure proper inventory control in the F&B department.
• Oversee accounts receivable to include billing, coordination of accurately applied payments and aging management.
• Evaluate requests of hotel guests to be granting of credit/direct-bill privileges; Make recommendations to hotel General Manager and Corporate Controller.
• Process accounts payable invoices in accordance with company policy, system resources and timelines.
• Obtain approvals from department heads on invoices to be paid; reconcile discrepancies with vendors; matching and filing invoices and paperwork; prepare transmittal of invoices for payment by Legacy Hotel Partners, LLC.
• May process check requests and refund checks.
• Process employee payroll in accordance with company policy, system resources and timelines.
• Manage time card punches for all associates by running periodic reports to verify accuracy and validity of worked hours. Processes bi weekly payroll every other Monday by 5pm to ensure payroll information is received in a timely manner for processing by provider. Seeks management approval for PTO requests and enters approved PTO hours for associates based on available PTO hours.
• Work with Corporate Controller to provide the month end reporting in a timely manner, typically three business days after the end of the month.
• Works with the hotel management team and the corporate controller to review, update and close the P&L statement by the 15th of the following month.
• Assist in the accounting office with other areas as required such as handling billing inquires on the telephone and administrative tasks.
• May assist in the maintenance of the hotel checkbook.
• May record journal entries in the accounting general ledger as needed.
• May complete monthly bank reconciliations after each month-end.
• May file monthly hotel sales and use taxes collected from guests and due to agencies.
• May complete monthly balance sheet reconciliations after each month-end.
• May be involved with the development of annual hotel budgets, monthly forecasts and other recurring financial reporting requirements of the hotel.
• Must possess good Microsoft Office skills, PMS & POS experience an asset.
• Demonstrates ability to perform multiple tasks in a busy environment and remain flexible.
• Demonstrates excellent communication skills, both written and verbal.
• Must possess excellent time management skills.
• Promote teamwork and quality service through daily communication and coordination with other departments. Key departmental contacts include department heads throughout the hotel, cashiers, or guests for the purpose of providing or obtaining information regarding accounts, cash transactions, or cash banks.
• Interacts with internal and external customers in a positive, professional and accommodating manner.
• May assist with other duties as needed.
• Self-starting personality with an even disposition to effectively communicate with guests, team members and community.
• Be familiar with and adhere to Legacy Ventures Service standards as outlined in the Blueprint and other policies / rules of conduct, to include personal appearance / grooming, attendance and safe / efficient operations.
• Perform any other job related duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Must have a flexible schedule and ability to work days, evenings or nights any day of the week, including weekends and holidays.
• Must have exceptional customer service skills
• Demonstrated ability to perform multiple tasks in a busy environment and remain flexible
• Ability to work well in a team environment
• Must have a self-starting personality with an even disposition to effectively communicate with guests and staff.
• Possess excellent written, verbal, and organizational skills. Computer literacy and financial management a must.

Education and/or Experience: College degree in finance or accounting preferred. High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other associates of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to ensure individuals with disabilities to perform the essential functions.
While performing the duties of this job, the associate is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The associate is occasionally required to walk and reach with hands and arms.

The associate must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Note:**
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

The company is an Equal Opportunity Employer and complies with ADA regulations as applicable. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

I have read and understand the job description as stated above and accept that any of the tasks may be modified or changed. I accept responsibility for knowing the modifications and/or changes in this job description. I can perform the essential functions of this job as listed above, with or without reasonable accommodation.

**Reviewed with employee by**

**Signature:** __________________________  **Name (print):** __________________________

**Title:** __________________________  **Date:** __________________________

**Received and accepted by**

**Signature:** __________________________  **Name (print):** __________________________

**Title:** __________________________  **Date:** __________________________