

# THE BENSON

PORTLAND

A COAST HOTEL™

An exciting opportunity to be a part of an extraordinary hotel and caring company. The Benson is one of Portland's finest historic, luxury, boutique hotels. We are seeking a dynamic, experienced Financial Controller to add to our team. This person will be primarily responsible for the management and oversight of the accounting, payroll, and purchasing.

The Controller will be responsible for managing the day to day operations of the accounting department, including preparation and management of the hotel's financial statements and implementing and overseeing all activities relating to the financial aspects of the hotel in compliance with tax laws.

Additionally, the Controller will be responsible for financial analysis, reporting, budgeting, forecasting, audit control, asset and liability reconciliation, working capital and cash control.

## **Job Duties (including but not limited to):**

- Responsible for the hotel's overall accounting and financial management requirements.
- Responsible to represent the finance department during staff meetings.
- Responsible for the local tax authority compliance of the hotel.
- Responsible to support and liaise with the Managing Director in meeting the strategic goals of the organization.
- Responsible for preparing/reviewing annual budgets, monthly forecasts, and operating results.
- Responsible for verifying all financial reports and ensuring that all transactions are accurate and in compliance with local government regulations.
- Responsible to liaise with the CFO of Coast Hospitality.
- Able to prepare/submit management reports in a timely manner and ensure delivery deadlines.
- Able to effectively implement all accounting policies and procedures in accordance with GAAP.
- Able to ensure a strong accounting/operational control environment to safeguard hotel assets.
- Able to proactively assist with cost control requirements.
- Able to assist with revenue enhancement initiatives.
- Able to assist with verifying and recording monthly inventories.
- Able to assist with profit improvement opportunities for hotel operations.
- Able to develop specific goals and plans to prioritize, organize and accomplish requirements of the job.
- Responsible for building an efficient and professional team of employees within Finance and Accounting Department.
- Monitors all tax compliance that applies, and ensuring taxes are charged correctly and collected.
- File taxes with concerned authorities on a monthly/regular basis.
- Monitor and improve hotels operation costs, profitability and manage business risks.
- Ensures profits and losses are documented accurately.
- Ensures property policies are administered fairly and consistently.
- Achieves and exceeds goals including performance goals, budget goals, team goals, etc.

- Oversees internal, external and regulatory audit processes.
- Conduct regular weekly finance department meetings.
- Assist internal auditors with annual financial audit.
- Celebrates successes by publicly recognizing the contributions of team members.
- Provides excellent leadership by differentiating top performers, fosters teamwork and also able to encourage work/life balance.
- Establishes and maintains open, collaborative relationships with employees.
- Ensures employees establish and maintain open, collaborative relationships within their team.
- Participates in the employee performance appraisal process, providing feedback as needed.
- Responsible to ensure disciplinary procedures and documentation are completed according to hotels standard.
- Any other tasks or duties as may be required by management from time to time.

### **Experience**

- At least 5 consecutive years of recent financial and management experience with day-to-day financial operations in an up-scale (4/5 Star) hospitality environment.
- Strong accounting skills required; preferably a college degree in accounting, business administration, or inventory management.
- Excellent understanding of Finance and Inventory Management.
- Excellent financial/business decision making skills.
- Outstanding knowledge of Cost Control, Budget allocation and Payroll Management.
- Competent understanding of basic computer programs; i.e. Windows, and MS Word.
- Proficient in Excel.
- Knowledge & mastery of the hotel accounting system M-3.
- Knowledge of Hotel Software or Hilton Property Management Systems (OnQ),
- Excellent communication skills, both written and verbal in English.
- Good problem solving skills.
- Should be self-directed, but also have the ability to work well with others.
- Must possess the ability to work well under pressure and adjust effectively to change.

This is a salary exempt position. Salary range negotiable, dependent upon candidate qualifications. Pre-employment drug screening and background check are required.

Coast Hospitality offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

***Coast Hospitality is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted.***

***Join us and be part of an exciting place to work!***