

THE FULLERTON

HOTELS AND RESORTS

Accounts Officer (Accounts Payable)

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

JOB RESPONSIBILITIES

- Scrutinise and verify the accuracy of all invoices.
- Double-check invoices against purchase orders and receiving receipts.
- Maintain records of all disbursements as required for company controls.
- Enter amounts in cheque registers and prepare cheques for final signatures and disbursements.
- Maintain all records as required by the Hotel.
- Prepare accounts of Sundry Creditors and advance schedules, and tally the same with the control ledger.
- Attend departmental meetings.

JOB REQUIREMENTS

- Candidate must possess at least a Diploma in Finance/Accounting with 3-5 years of related experience and/or training in similar capacity; or equivalent combination of education and experience.
- Candidates with hospitality experience will have an added advantage.
- Ability to work independently and in a fast-paced environment.
- Good communication skills.
- Good Microsoft Excel skills are essential.

To apply for the above position, please send your full resume to careers@fullertonhotels.com.