

THE FULLERTON

HOTELS AND RESORTS

Accounts Officer (Income Audit)

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

JOB RESPONSIBILITIES

- Audit daily revenue from folios and vouchers given by the Night Auditor. This consists of balancing total checks, vouchers and total posting against the posting journal.
- Audit and complete the daily cash report prepared by the General Cashier.
- Finalise the daily cash report, daily food and beverage report and the General Cashier's report for posting to general ledger.
- Prepare the daily earning report.
- Undertake regular administrative and accounting controls.
- Complete the cashier's overage and shortage report.
- Compile void checks summary and mini-bar denied consumption report.
- Assist in the role of Night Auditor and Outstation Cashier whenever the need arises.
- Train all new Night Auditors.
- Check the numerical sequence of food and beverage checks daily and the recording of keycards by Front Office personnel against the report.

JOB REQUIREMENTS

- Candidate must possess at least a Diploma in Finance/Accounting or one to three months' related experience and/or training; 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 and good Microsoft Excel skills are essential.

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