

**The Company**

Mandarin Oriental Hotel Group is the award-winning owner and operator of some of the world’s most prestigious hotels and resorts. The Group now operates or has underdevelopment over 40 hotels with more than 11,000 rooms in 25 countries in key business and leisure destinations.

**The Hotel**

Our award winning property, in the nation's capital, is situated on D.C.'s growing South West waterfront. Commanding monumental views, the property offers 400 guest rooms including 54 suites, extensive event space, and our Forbes Four Star Rated Spa at Mandarin Oriental. Mandarin Oriental, Washington D.C. welcomes individuals who are guest centered and are committed to making a difference every day; continually getting better to keep us the best.

Mandarin Oriental, Washington, D.C. is currently seeking a General Accountant to join our Accounting Department.

**Scope of Position**

This position entails activities related to payroll, billing, collection, and receipt of payments for City Ledger accounts. Additional responsibilities include creating and maintain manual and computer records of receipts and receivables and assisting in the preparation of various reports produced by the department. Additionally, the incumbent will be responsible for preparing, maintaining payroll records, issue employee pay checks, and manage all related payroll information. In addition, this individual will assist the Accounting Manager in the preparation of the monthly financial statements, balance sheet reconciliations and by providing reports.

This position requires attention to detail and customer relations.

**Organizational Structure**

The General Accountant reports directly to Assistant Financial Controller and Accounting Manager.

**Duties and Responsibilities**

* Prepares billing invoices and statements for City Ledger direct bill accounts, group reservation block attrition, and credit card guaranteed no shows; processes payments received.
* Review contracts for timeliness and accuracy of billing.
* Communication-responsible for making introduction calls, maintain a positive relationship with the client throughout their function, and maintain a positive working relationship with other departments.
* Handles guest credit requests, confirms subsequent receipt of invoices, and assist in handling all guest inquiries.
* Maintains files of hard copy, back up documentation for outstanding receivables, and paid bills.
* Performs daily audits of banquet checks, event orders, cover counts, and guarantees to ensure accuracy and completeness of information and billing.
* Prepares check requests for credit balance and advance deposit refunds.
* Handles disputed charges, researches and attempts to resolve disputes, provides documentation to confirm accuracy of billing or issues credit as needed.
* Attends departmental meetings as required to communicate effectively with other accounting personnel to ensure that they’re kept current with pertinent hotel information, rates, promotions, packages, activities, and events.
* Work closely with Hotel management team to rectify problems raised by operational departments.
* Liaison with IT department on all operational systems implementations and upgrades to certify compliance with company's policies procedures.
* Revise, create and implement policies and procedures as needed.
* Participate in month end closing by processing and analyzing journal entries.
* Participate in the reconciling of general ledger balance sheet accounts each month.
* Establishes accurate hard copy and electronic up-to-date payroll information files for all current and newly hired personnel to provide for proper withholding of required and/or authorized deductions.
* Maintains liaison status between Finance and Human Resources to ensure constant communication of pertinent employee information to ensure accuracy of Payroll records.
* Establishes and maintains security procedures designed to ensure the confidentiality of all payroll related information.
* Transmits weekly payroll and status change information to contract payroll processor in a timely manner.
* Maintains manual and/or electronic payroll reporting processes, information and equipment daily.
* Monitors reporting of tips by employees in designated categories, calculates requirements to ensure that amounts reported are sufficient to meet those established by governmental mandate.
* Prepares check request for payroll deposits, deduction remittances, withholding and Social Security tax payments.
* Prepares payroll, accruals, and analytic reports for the end of the month closing, and as required.

**Requirements**

***Mandatory***

* Bachelor's Degree in Accounting, Finance, or business-related field of study.
* Working knowledge of computer software that performs billing and financial statement reporting.
* Strong proficiency in Excel and all other Windows based applications.
* Strong organizational and communication skills with a positive attitude.
* Ability to work a flexible schedule to include weekends and holidays.
* Strong team player, enthusiastic to learn and accomplish the Finance Department and Mandarin Oriental overall goals.
* Thorough knowledge of Federal and state withholding requirements, wage and labor laws.
* Proficiency in computer software, specifically, payroll/time and attendance software (Timesaver and EBS).

***Desirable***

* One or more years of accounting experience, hotel industry a plus.

Each of the items listed is considered an essential function of the position. However, the duties, responsibilities and requirements presented in this job description are intended to be broad based and high level and should not be construed as an exhaustive list of all roles or responsibilities for the position. The Company reserves the right to alter the duties and responsibilities of the position.

It is Company policy to comply with the Americans with Disabilities act, including by providing reasonable accommodations that do not constitute an undue hardship on the Company. Employees or applicants should direct requests for accommodation to Director of Human Resources.