

**Job Description:
Accounting Clerk**



Classification:	Non-Exempt
Position type:	Clerical
Hours/Travel:	40 hours per week
Reports to:	Controller – Gift Co
Location:	New York, NY Regional Office
Date:	February 2018

SUMMARY:

This position is responsible for all duties related to daily audit, accounts payable and various other accounting functions on the Gift Card Companies, and works closely with the Controller to achieve the financial goals of the firm. This role, together with the Controller, will work to ensure compliance with Mandarin Oriental Hotel Group's hotel financial reporting requirements, and adherence to Group policies.

ESSENTIAL FUNCTIONS:

Financial Review

- Reconcile liability of gift card accounts, as well as cash and bank accounts daily
- Reconcile credit card processing daily
- Wire transfers monthly to hotels per the Givex reports
- Prepare and process accounts payable invoices
- Assist with month end close entries and account reconciliations
- Assist in preparing annual operating budgets

Operations

- Maintain accounting policy and procedures with regards to gift cards
- Respond to charge back inquiries
- Maintain gift card supplies

With the exception of the ordering of gift card supplies, the position will not have the authority to bind the Gift Card Company to any contract or obligation.

COMPETENCIES:

- Proficient in Excel and MS Word
- Excellent analytical skills
- Ability to prioritize
- Detail oriented
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Ability to work well within a diverse corporate environment
- Ability to communicate well with several levels of colleagues
- Self-starter
- Ability to work independently
- Ability to meet deadlines and work well under pressure

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SUPERVISORY RESPONSIBILITIES:

- No direct reports

EDUCATION AND EXPERIENCE:

- Bachelor's degree; Business/Accounting degree preferred
- Five years general accounting clerk experience
- Hotel or gift card experience preferred

WORK ENVIRONMENT, PHYSICAL/VISUAL ACUITY REQUIREMENTS:

- This position is not substantially exposed to adverse environmental conditions; this is a typical office/administrative position
- This position requires close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

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PHYSICAL ACTIVITY (CONSTANTLY, FREQUENTLY, OCCASIONALLY, RARE):

Physical Activity	Frequency
Climbing	Rare
Balancing	Rare
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Crawling	Rare
Reaching	Occasionally
Standing	Frequently
Walking	Frequently

Physical Activity	Frequency
Pushing	Occasionally
Pulling	Occasionally
Lifting	Occasionally
Fingering	Constantly
Grasping	Occasionally
Feeling	Occasionally
Talking	Constantly
Hearing	Constantly
Repetitive Motion	Constantly

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

SIGNATURES:

The colleague signature below constitutes the colleague's understanding of the requirements, essential functions and duties of the position.

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Colleague signature	Print Name	Date

Supervisor Signature	Print Name	Title	Date

Equal Employer Opportunity statement:

Mandarin Oriental Hotel Group provides equal employment opportunities (EEO) to all colleagues and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Mandarin Oriental Hotel Group complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Mandarin Oriental Hotel Group expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Mandarin Oriental Hotel Group's colleagues to perform their job duties may result in discipline up to and including discharge.