



### **Accounting Assistant (Payable & Receivable)**

- Executes tasks in compliance with Hotel Management regulations, processes and procedures, related to Accounts Payable and Receivable with supervision of Head Treasury

### **Accounts Payable**

- Registration of all types of invoices (materials, consumption, services, etc.) applying the applicable taxes or deductions and following the established procedure based on the type of invoice (investment, invoices with order, etc.), with supervision of Head Treasury
- Validate employee expense notes and prepare their payment; in absence of Head Treasury
- Service to suppliers/creditors and reconciliation of balances (Reconcile month statements with major suppliers)
- Preparation of payment proposals and corresponding records in SAP, in absence of Head Treasury
- Makes payments on banking platforms, in absence of Head Treasury

### **Accounts Receivable**

- Assist in Register all movements related to Accounts Receivable (invoices and credit notes)
- Assist in Apply incoming collections immediately so that a true picture of the outstanding receivables is available
- Assist with the physical counting of cash
- Assist the Cash handling functions for the hotel and reconciling all cash dropped at the front desk and inform any discrepancies to Head Treasury
- Assist, Investigate and help to resolve discrepancies from all Departments related to physical cash transactions