



GENERAL CASHIER/ACCOUNTS PAYABLE ACCOUNTANT

REPORTS TO: Chief Accountant

DEPARTMENT: Finance

POSITION SUMMARY: The General Cashier reconciles cash on a daily basis, being responsible for balancing the main float and processing petty cash according to the hotel's procedures. The General Cashier performs a variety of routine accounting duties to ensure timely payment of invoices. Responsible for all payments of goods and services rendered at the hotel and maintaining all accounts payable records.

RESPONSIBILITIES (include but are not limited to):

- Responsible for the handling of Front Office cash reconciliation and balance of all the transactions.
- Control and responsibility for the main float and maintaining float lists and records on a weekly basis.
- Reconcile Front Office paid outs, controlling differences with OPERA and posting them in SUNSYSTEMS.
- Bank all the incomes in the Hotel (cash, currency and checks) on a daily basis.
- Answering all vendor inquiries and reconciling weekly/monthly statements
- Assisting with guest calls, inquiries and disputes
- Providing assistance with other team members, if needed
- Preparing Month-End reconciliations of Accounts Payable
- Oversee all aspects of Accounts Payable
- Reviewing month end reporting package for data validation
- Entering and organizing Purchase Orders and Invoices, ensuring all appropriate backup is included
- Reconciling all invoices, ensuring products and services were received
- Processing and preparing weekly check payments, obtaining authorizing signatures and filing
- Scanning, filing and organizing all Accounts Payable check payments and invoices
- Provide Reception with the currency exchange rates.
- Investigate all the cash differences; deal with the department involved and advice the Chief Accountant on all the differences.
- Post of daily banking in SUNSYSTEMS.
- Reconcile the prepayments and paid outs account in SUNSYSTEMS.
- Pay all the petty cash with the correct approval) and claim the money back.
- Process Commission Invoices, which were directly deducted from payment, inputting both, payment and cost.



- Attend all departmental meetings, briefings & internal or external training sessions as required.
- Act wholeheartedly in the interests of the Company at all times & not to perform, arrange or carry out any work or activity which could be considered to be in competition with or affect in any way the company interests or be detrimental or damaging to its public image.
- Ensure maximum efficiency, employees are engaged on the basis that they must be prepared to undertake reasonable duties other than those for which they have been specifically engaged.
- Carry out any reasonable & lawful direct instruction given by a Head of Department or Director during working hours.

QUALIFICATIONS (to do this kind of work, you must possess/be able to):

- Bachelor Degree in Accounting or its equivalent
- At least CPA Part 2
- Previous relevant general cashier and Accounts experience required; at least one year of accounting experience within a hotel preferred.
- Must be numbers-oriented, computer-literate including written communication, spreadsheet formulation and online order-entry and computer systems.
- Knowledge of Opera (PMS), MICROS (POS), SUNSYSTEMS, MS Excel.
- Ability to communicate and negotiate effectively with internal/external customers both in written and verbal format.
- Ability to deal with the general public, customers, associates, and government officials with tact and courtesy.
- Proven track record of success in achieving financial and service objectives.
- Flexibility to change activity frequently, and cope with interruptions.
- Must be flexible and able to work mornings, evenings, overnight, weekends and/or holidays when necessary.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE: Prior experience required. Bachelor Degree and CPA Part 2

LANGUAGE SKILLS: Ability to read, write, and verbally communicate effectively and professionally with other business departments, guests, and vendors. Ability to diplomatically deal with difficult situations and people, while exhibiting a consistent level of professionalism

HOW TO APPLY

Interested candidates are required to forward their updated RESUME to admin@itfsolutions.co.ke. Stating the subject heading ACCOUNTS PAYABLE ACCOUNTANT clearly indicating their current and expected remuneration.