Arlington Hotel Resort and Spa

**Job Description**

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| **Job Title**: Controller | **Approved by**: Scott Larsen |
| **Department**: Finance | **Approval Date**: 6.10.21 |
| **Reports to**: CFO/Director of Operations | **Classification**: Exempt |

# Job Summary

The Controller is responsible for providing consistent leadership in the financial area of the hotel by supplying management with guidance and training. He/she is also responsible for focusing on the profitability of the business, maintaining accurate and timely financial reporting, ensuring acceptable levels on internal control, ensuring compliance with all federal, state, and local regulations, and safeguarding owners/investors assets.

# Essential Duties and Responsibilities

* Review analyses of activities, costs, operations, and forecast data to determine department or company progress toward stated goals and objectives.
* Directs the work of the accounting/finance department in performing A/P, A/R, inventory, month-end closing, general ledger maintenance, capital appropriations, and planning process.
* Recommends economic strategies, objectives, and policies for the property.
* Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
* Serves as liaison to corporate finance.
* Prepares or directs the preparation of reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
* Oversees and directs inventory costing, purchasing, real estate, property, and liability insurance activities.
* Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
* Arranges for audits of company's accounts.
* Prepares reports required by regulatory agencies including compliance with government cost accounting regulations. Prepares proposals and assists in contract negotiations for products produced for the US Government.
* Other various duties as necessary or assigned.

# Additional Skills

* Excellent written and oral communication skills
* Proficient in spreadsheet and financial applications
* Strong Microsoft Office Suite experience
* Good grammar and detailed-oriented
* Ability to organize and prioritize work; meet deadlines.
* Maintains confidentiality of company financials.
* Able to work in team environment.

# Minimum Qualifications

* A minimum of 6 years of related progressive experience in hotel Accounting or related field; or a 4-year college degree with an Accounting/ Finance concentration and a minimum of 2 years of related progressive experience; or a 2-year college degree and a minimum of 4 years of related progressive experience
* Must be proficient in Windows, Company approved spreadsheets and word processing and in the operation of all hotel-specific systems.

# Physical Requirements

* Long hours sometimes required.
* Sedentary work, exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

# Employee Acknowledgement and Agreement of Job Description

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| **Employee Name (Print)** |  |  |
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| **Employee Signature** |  | **Date** |
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| **Supervisor Signature** |  | **Date** |