



Job Description

Position Title: **Assistant Dir. of Finance** Department: **Accounting**
FLSA: **Exempt** Typically Reports To: **Director of Finance**

JOB OVERVIEW: *Assist and support the Controller in the achievement of the Division's goals and the maintenance of adequate internal controls over all areas of hotel operations. Ensure timely completion of all reports generated by accounting staff. Enforce the maintenance of Starwood policies and procedures as they apply to the hotel operation.*

DUTIES AND RESPONSIBILITIES:

- Prepare and coordinate monthly forecasts and outlooks, including but not limited to quarterly reforecasts for owner and any similar reports Starwood.
- Prepare budget forms for both owner and Starwood budgets and assist the Controller in the completion of the entire budget packages
- Review financial reports in accordance with reporting calendars and insure that all reports are submitted on a timely basis.
- Provide guidance and supervision to all accounting employees. Recommend training necessary or provide training for specific tasks to accounting staff.
- Prepare all other financial reports and analyses and perform other general and administrative functions as required.
- Prepare all year-end reports, including tax reporting packages. Maintain the books of accounts for owner and Starwood and prepare monthly reports.
- Prepare audit schedules and coordinate with external and internal auditors in the completion of their field work. Assist the Controller in the completion and implementation of all audit recommendations.
- Handle the administration of all banks, ensures bank resolutions are updated, and prepare treasury reports.
- Follow the principles of CARE and the Four Disciplines of Associate Success

QUALIFICATIONS AND REQUIREMENTS:

High school or equivalent education required. Bachelor's Degree preferred. Minimum of two years related experience, plus one to two years supervisory experience.

This job requires ability to perform the following:

Essential:

- Must be able to speak, read and write English.
- Requires good communication skills, both verbal and written.
- Must possess basic computer skills.
- Knowledge of computer accounting programs, math skills as well as budgetary analysis capabilities required.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups to managers, clients, customers and ownership.
- Ability to apply mathematical operations to such tasks as frequency distribution, analysis of various, correlation techniques, sampling theory and factor analysis.
- Proficiency in Microsoft Word, Excel, SAP and other applicable computer systems.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Must be able to sit at a desk for up to eight hours per day. Walking and standing are occasionally required.
- Must be able to lift up to 15 pounds occasionally.
- Requires grasping, writing, standing, sitting walking, repetitive motions, listening and hearing ability and visual acuity.
- Manual dexterity required to operate all necessary equipment.

STANDARD SPECIFICATIONS

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Work Area:

The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job. This position is classified as non-exempt (per the Fair Labor Standards Act) and is subject to overtime in accordance with Federal and State Regulations.

Employee Name (Print)

Employee Signature

Date