



HARBOR VIEW

MARTHA'S HOTEL VINEYARD

Title:	Controller
Department:	Finance
Reports to:	General Manager
Status:	Exempt
Supervises:	Payroll Clerk, Accts Payable, Staff Accountant
Date Revised:	11/16/2018

Summary:

The Controller position, as a member of the hotel's Executive Committee, will lead the Accounting and Finance functions and play a key support role to the General Manager. Responsibilities include budgeting, forecasting, and timely reporting of monthly and annual operating results including profit and loss statements, balance sheets, cash flow forecasts, and forecasting expenses. Assist in review of month-end variances to budget and or forecast. Requires effective written and verbal communication skills and strong organization skills. The Controller should also be a self-motivator and take initiative as needed to drive results and develop others in the finance department to reach their full potential

Primary Responsibilities:

- Supervise all accounting functions for the hotels and restaurants and develop associates within the finance department to reach their full potential
- Prepare financial statements in accordance with closing schedule and according to company policies, Generally Accepted Accounting Principles, and the Uniform System of Accounts for Lodging Industry.
- Analyze and interpret financial results in order to aid senior management in financial decisions impacting the properties
- Complete regular balance sheet analysis and reconciliations with full supporting detail
- Responsible for preparing Budgeting model and preparing accurate monthly forecasts and cash requirements
- Participate in review calls with hotel ownership and assist as needed with presentation documents
- Liaise with External auditors for completion of year-end audit
- Recommend and implement process improvements in both accounting and operations departments to improve efficiencies throughout all property management and financial systems
- Oversight of Harborview Condominium Trust home-owner's association budget, expenses, and reserves
- Oversight of cash management and payroll processing
- Oversight of timely and accurate sales, use, and occupancy tax returns
- Ensure all regulatory documentation is properly maintained and that all statutory and fiscal reporting, licensing, and permitting requirements are satisfied.
- Accounts Receivable – enforcement of credit and collection policies and aging reviews to ensure accounts remain in good standing
- Review daily revenue reports for reasonableness based on business activities
- Other miscellaneous tasks or projects as needed to support Senior Management

Qualifications Required:

- 8-10 years previous accounting experience with two years as a hotel or resort Controller/Director of Finance
- Full general ledger experience and month-end closing experience
- Expert skill with Microsoft Excel
- Skill in organizing resources and establishing priorities
- Excellent people skills possess a positive, outgoing, and naturally curious personality
- Demonstrate a high level of computer skills
- Ability to handle obstacles in a positive and professional manner and to effectively communicate these problems, along with suggested solutions

- Requires knowledge of all functions performed by the subordinate reporting directly or indirectly to the hotel controller
- Requires advance knowledge of the accounting, finance, and hospitality professions. Requires experiential knowledge for management of people and complex problems
- Requires ability to analyze activities or information involving some original data manipulation or interpretation to arrive at logical conclusions
- Ability to make decisions guided by established policies and procedures
- Ability to communicate to provide information and services, supervisory skills
- Legal ability to work in the U.S.
- Excellent reading, writing, and oral proficiency in the English Language.
- Ability to work a flexible workweek including nights, weekends, and holidays

Qualifications Desired:

- Prior experience working with M3 accounting system
- Prior experience with Duetto, Agilisys Visual One and InfoGenesis
- Previous guest relations training
- CPR certification
- Four-year degree from an accredited university or college with a major in accounting, finance or business studies

Physical Demands:				
	Not Required	Occasional	Frequent	Constant
Speaking				X
Walking			X	
Standing			X	
Sitting			X	
Reaching		X		
Climbing		X		
Keying/Typing		X		
Bending		X		
Pulling		X		
Pushing		X		
Hearing				X
Lifting	X			