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<u>Title:</u> 职位名称	Chief Accountant 总会计师
<u>Department:</u> 部门	Finance 财务部
<u>Hierarchy:</u> 等级	Reporting to Deputy Financial Controller 向财务总监汇报
<u>Direct Subordinates:</u> 直接下属	General Ledger Clerk Income Auditor, Night Auditor, Accounts Payable, General Cashier, Payroll Master 总账会计、收入审计员、夜审员、应付账款会计、总出纳、薪资主管
<u>Indirect Subordinates:</u> 间接下属	N/A 不适用
<u>Category/Level:</u> 类别/级别	Level 4 4级

Scope/ 职责范围:

- To lead the Accounts staff, maintain high accuracy levels on all finance data and internal control in Income and expense segments, ensuring compliance with all regulations and policies and procedures
负责领导会计部职员，使所有财务数据以及内部控制收入和支出部分保持较高的精度水平，
以确保符合法规、政策及程序

Responsibilities and Obligations/ 责任和义务:

- To supervise the functioning of the Income auditor, Night auditor, AP Clerk, Paymaster, & General Cashier
监督收入审计员、夜审员、应付账款会计、薪资主管及总出纳的工作情况
- To get and issue all the day to day and month end and annual reports from sub ordinates and ensure its accuracy
从下属处获取并发布日常报告、月末报告及年度报告，并保证其准确性
- To verify all the reports accuracy and forward to Director of Finance & Controlling
验证所有报告的准确性，并转交给财务总监
- To check all the allowance vouchers whether properly approved
检查所有补贴凭证是否适当的批准
- To check the petty cash reports thoroughly and highlight any misuse to Director of Finance & Controlling
彻底检查零用现金报告，并向财务总监强调任何滥用情况
- To ensure strict follow up on corporate manual guidelines
确保严格遵循企业手册的指导准则
- To ensure costs measure are adhered through formats given by the hotel



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确保按酒店给出的格式坚持成本计量

- To refine the organisation chart as per management instructions when necessary
必要时，按照管理部门指示完善组织结构图
- To keep open all communication channels and indirectly focus the guest needs
所有沟通渠道均保持开放，间接关注客人需求
- To ensure the accuracy of bank balance and monthly reconciliation statements
确保银行往来帐余额和每月对账表的准确性
- To implement and supervise all control procedures within the location of payments, paymaster and Assets control
实施和监督付款、薪资主管和资产管理方面的所有控制程序
- To conduct float checks in all areas, whenever/wherever a float is held
对所有区域的价格浮动进行检查
- To prepare monthly cash flow statements.
编制每月的现金流量表。
- To approve duty roster of subordinates
审批下属的排班表
- To ensure subordinates emergency personal issues does not affect the department performance
确保下属的个人紧急事项不会影响部门绩效
- To approve overtime, request of Income Auditor, Night Auditor, AP clerks, Paymaster, General Cashier.
批准收入审计员、夜审员、应付账款文员、薪资主管及总出纳的加班请求。
- To conduct communication meeting with subordinates
与下属进行沟通会议
- To have control on Assets tracking with Payable team & Cost Controller
控制应付款财务组与成本控制的资产跟踪
- To prepare vacation plan for all sub ordinates
编制所有下属的休假计划
- To help and solve any problem faced by the night auditor the night time during implementation of software
帮助解决夜审员在夜间运行软件时所遇到的任何问题
- To interact with IT department on priority issues which obstruct the sub ordinates to routine performance on their day to day tasks
与IT部门互动，优先处理那些会妨碍下属的日常任务绩效的事项
- To promote efficiency, confidence, and courtesy towards colleagues.
同事之间以礼相待，提高效率，增强自信。
- To generally promote and ensure good relations with Operational and department colleagues.
与运营部和部门同事之间建立并确保良好的关系。
- To display a pleasant manner and positive attitude at all times and to promote a good company image to guests and colleagues.
任何时候都要向客人和同事展示愉悦、积极的服务态度，并以此提升公司的良好形象。
- To adhere to Company and Hotel rules and regulations at all times.
始终遵守公司及酒店的规章制度。
- To participate in any Training/Developments schemes as recommended by Department head.
参加部门主管建议的任何培训/发展计划。

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- To comply with any reasonable request made by Department Head to the best of your ability.
符合部门主管根据你的能力提出的任何合理要求。
- To make a timely suggestion to DOFC simplifying documents and providing lead to avoid duplication issues.
及时向财务总监提出简化文件和率先垂范的建议，以避免发生同样的问题。
- To ensure that the standards required by PRC laws and by Department are maintained at all times in the areas specified above.

确保任何时候都在上述指定区域遵守中华人民共和国法律及部门规定的标准。

Security, Safety and Health /保障，安全及健康:

- Maintains high confidentiality in regards to guest privacy.
关于客人隐私，保持高度机密性。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
如遇客人或员工有任何可疑行为，及时向总经理及安保部门反映。
- Notifies housekeeper regarding lost and found objects.
遇到任何遗失物品，及时告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.
适时及时地报告任何潜在或真实的危险。
- Fully understands the hotel's fire, emergency, and bomb procedures.
熟知酒店火灾，紧急情况以及爆炸疏散预案。
- Follows emergency procedures to provide for the security and safety of guests and employees.
遵循应急程序以确保客人和员工的安全。
- Works in a safe manner that does not harm or injure self or others.
以文明安全的方式工作，避免伤及自身及他人。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预见可能的危险和情况，并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持最佳的个人卫生，着装，仪容仪表，肢体语言及行为。

Competencies/能力要求:


Good knowledge of MS Office, Sun Systems 4.0, Opera/PMS and similar industry systems
熟悉MS office、Sun Systems 4.0、Opera/PMS等类似的同行业办公软件

Interrelations/相互联系:

Liaises with all departments
与所有部门保持联络

Work Conditions/工作条件:

Regular hours with extra times occasionally

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正常工作时间，偶尔伴有加班时间.

Date : _____
日期

Reviewed By : _____
审核人

Approved By : _____
审批人

I _____ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

本人_____已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature
员工签字

Date
日期