



RESOURCE LIBRARY
STRUCTURE & ORGANISATION
Job Description

CODE: 02.04.453

EDITION: 1

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Title: 职位	Accounts Payable Supervisor 应付账款主管
Department: 部门	Finance 财务部
Hierarchy: 等级	Reporting to Chief Accountant 向总会计师汇报
Direct Subordinates: 直接下属	N/A 不适用
Indirect Subordinates: 间接下属	N/A 不适用
Category/Level 类别/等级:	Level 5 5级

Scope/职责范围:

- Maintain a Creditor's Ledger with the accuracy data as per Audit and Company policy.
按照审计和公司政策保管应付账款分类账并确保数据准确性。

Responsibilities and Obligations/职责和义务:


- To do timely collection of LPO, Delivery Notes, Invoices, Credit Notes from internal and external sources.
做到及时收集内部和外部的本地采购订单（LPO）、交货单、发票、贷方票据。
- To update cash flow statement against LPO/Contracts received from operations
对照经营活动中得到的LPO /合同更新现金流量表
- To collect the Goods Receiving report (GRR) from Receiving Clerk on day to day basis.
每天从收货员处领取收货报告单（GRR）。
- To verify GRR and have all the original supporting are attached.
验证收货报告单并附上原始凭证。
- To reconcile all supplier statements as and when received, investigate and resolve the discrepancies in good time
接收、调查并解决不符现象时对所有供应商的报表进行核对
- To ensure all payment are supported by an original LPO or Contract and are authorised by the respective department head
确保所有支付均须提供原始LPO或合同，并经各部门主管批准
- To inform Chief Accountant of any discrepancies found on supplier invoices which have not been noted by receiving clerk
收货员未注意到的供应商发票上的任何不符一经发现应及时通知总会计师。
- To import Material receipts into Sun Financial accounting system on a day to day basis. Report the variance to Deputy Financial Controller /Chief Accountant.
每日将材料收据导入Sun Financial会计系统，将差异上报给财务副总监/总会计师
- To have track on assets coding while booking the invoices in to General Ledger
将发票记入总账时应追踪资产编码

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- To pay suppliers/contractors on a monthly basis
按月向供应商/承包商支付费用
- To verify the Creditors ageing with Deputy Financial Controller /Chief Accountant bi monthly.
每两个月与财务副总监/总会计师核对一下债权人时效。
- To ensure the timely accounting of breakages from F&B operation.
确保及时统计餐饮经营的损失。
- To file the cheque payment vouchers with supporting duly approved as per guidelines.
提交支票支付凭证以及安装准则正式核准的附属票据。
- To assist the Deputy Financial Controller/Chief Accountant on Bank reconciliations and ensure accuracy with creditor's ledger
协助财务副总监/总会计师完成银行往来调节表并确保应付债款分类帐的准确性
- To track the advance payments and to ensure minimise the debit balances.
跟踪预付款，以确保最大限度地减少借方余额。
- To have co ordination with General Cashier on cash purchase transactions.
就现金购买交易与总出纳进行合作处理。
- To file the cancelled cheques in a separate file.
将注销支票归入独立档案中。
- To have co ordination with store man, receiving clerk and Cost clerk on creditors welfare.
就债权人的福利与仓库保管员、收货员和成本核算员进行合作处理。
- To promote efficiency, confidence, and courtesy towards colleagues.
同事之间以礼相待，提高效率，增进自信。
- 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.
按照部门主管的建议参加任何培训/发展计划。
- 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 Controller simplifying documents and providing a lead to avoid duplication issues.
及时向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 Chinese Law 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.

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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, Fidelio/Protel.
熟悉MS Office、Sun Systems 4.0、Fidelio/Protel等办公软件。

Interrelations/相互关系:

Liaises with suppliers and all departments.
与供应商和各部门保持联络


Work Conditions/工作条件:

Regular hours with extra times occasionally.
正常工作时间，偶尔伴有加班。

Date : _____
日期

Reviewed By : _____
审核人

Approved By : _____
审批人

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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