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Title: 职位名称	General Cashier 总出纳
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 6 6 级

Scope/职责范围:


- Handle the entire Cash and other currencies day to day; make a safe environment for all cash transactions either from the Bank or from hotel cashing system with confidentiality as per company and company bank policies.
处理日常的整个现金和其他货币；按照公司政策及公司银行政策，利用银行或酒店收银系统营造一个安全的现金交易环境，使其具有保密性。

Responsibilities and Obligations /职责与义务:

- To monitor Front office cash envelopes verified with day revenues from Internal Audit
通过内部审计提供的日收入核对前厅的现金收入，从而对其进行监督
- To issue petty cash as per pre-established timings and ensure all petty cash vouchers are authorised by the Director of Finance and Controlling, or Deputy Financial Controller in his/her absence
根据预先确定的时间发放零用现金，并确保所有零用现金凭单均经过财务总监或财务副总监（财务总监缺席时）批准
- To keep filing the money transfers.
对转帐须保持备案。
- To verify the Front office cash report duly audited by Internal Audit on daily basis
核对内部审计每天正式审核的前厅现金收支报告
- To make frequent check of front office floats and report must be submitted weekly to the Chief Accountant and Deputy Financial Controller
经常检查前厅的备用金，每周必须向总会计师和财务副总监提交报告
- To make a report of suspense dues taken by operations every fortnight.
每两个星期编制一份经营活动所采取的暂付款的报告。
- To ensure that F&B cashier's floats are verified by spot check and report made.
确保通过抽查核对餐饮部收银员的备用金，并进行上报。
- To keep filing the exchange rates after passing the information to Front office.
将信息传递给前厅部后保持后对汇率保持整理汇集。

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- To collect all cash drops even money as per policies & procedures and report any discrepancies to the Chief Accountant and Deputy Financial Controller.
按照政策和程序收集所有的现金收入甚至资金，如有任何不符，及时向总会计师和财务副总监报告。
- To ensure all deposits are balanced and remitted to the bank on a daily basis
确保每天对所有定金进行结算并汇入银行
- To open all cash envelopes with 1 witness from finance department as per pre-established rota and report discrepancies immediately to the Chief Accountant and Deputy Financial Controller
- 按预先制定的值班表，在财务部的一名见证人的监督下，打开所有现金袋，若有不符，立即向总会计师和财务副总监报告。
- To keep the all cash reports confidentially and file them.
对所有的现金收支报告保密并进行归档。
- To keep receipt books in order.
按顺序保管收据簿。
- To ensure Front office and City ledger receipts are properly handled numbering wise.
确保按编号妥善处理前厅部收据和挂帐收据。
- To keep the petty cash vouchers in the Accounting system on daily basis
每天将零用现金凭单保存到会计系统中
- To ensure optimistic support given to Payroll Master, AR and AP supervisors.
确保为薪资主管、应收账款主管和应付账款主管提供乐观的支持。
- To provide cash report every day and forward to Deputy Financial Controller/Chief Accountant.
每天提供现金报告并转交给财务副总监/总会计师
- To promote efficiency, confidence, and courtesy towards colleagues.
提高效率，增强自信，同事之间以礼相待。
- 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 demonstrate pride in the workplace and personal appearance at all times when representing the hotel thus identifying a high level of commitment.
时刻为代表酒店出现在工作场所及展示自我而感到自豪，从而确定高水平的承诺。
- 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
参加部门主管所建议的任何培训/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 Deputy Financial Controller simplifying documents and providing lead to avoid duplicated issues.
及时向财务副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 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华人民共和国法律及部门规定的标准。

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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 in MS Office, Sun 4.0, ability to maintain manual documentation if necessary
熟悉MS Office、Sun 4.0, 必要时, 能够保管人工单证

Interrelations/相互联系:

Liases with Bank, Cahsiers, Front Office, all other staff holding a cash float.
与银行、出纳员、前厅部、所有其他掌管定额备用金的员工保持联络。


Work Conditions/工作条件:

Regular hours with extra times occasionally.
正常工作时间与偶尔的加班时间

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