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Title: 职位名称	Accounts Payable 应付文员
Department: 部门	Finance 财务部
Hierarchy: 等级	Reporting to Accounts Payable Supervisor 向应付主管汇报
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/级别	Level 7 7级

Scope/ 职责范围:

- To process all invoices and statements in accordance with authorized purchase instructions. Record and process payment of goods and services incurred by the hotel, according to appropriate terms and to take advantage of available discounts in line with XXX vacation policies and procedures.
- 按照许可的采购指示，处理所有的发票和结账单。要按照合适的条款，并充分利用符合柏乐政策和程序的可能的折扣，记录和处理由酒店发生的货物和服务的支付。

Responsibilities and Obligations/ 责任和义务:

- Collate suppliers documentation for processing, matching invoices and delivery dockets with the corresponding purchase order.
- 对比供应商文件（供应商档案的归集整理，包括不限于营业执照、组织机构代码证、税务登记证、银行账户信息等），处理和匹配发票并递送与采购订单相对应的票据。
- Ensure a “3-way match” – a properly approved (and issued) purchase document and a properly signed receiving document, both of which match the invoice submitted by the supplier.
- 确保“三项匹配” – 一份被正确认可的采购文件、一份被正确签署的收货文件、上述两份文件必须与供应商提供的发票相匹配。
- Review edit report from Store Keeper and check that general ledger codes are correct and check to ensure that invoices are totaled correctly.
- 审阅仓管员编写的报告，检查总分类账的编码是否正确并确保发票被正确汇总。
- Balance receiving reports to stores.
- 核对收货报告。
- Input Information into the A/P system.
- 检查应付账款系统输入信息。
- Reconcile invoices to statements.
- 使发票与结账单一致。
- Prepare cheque run for approval on a weekly basis. Cheques must be filed by an employee independent of accounts payable function and paid invoices cancelled.
- 每周准备支票审批确认付款。支票必须由独立于应付账款职能的员工保管。已付款的发票要作废。

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- Maintain cheque issue log.
- 保管支票登记领取日志。
- Reconcile supplier statements monthly with hotel records and follow up on any discrepancies.
- 每月按酒店记录核对供应商结账单，追查任何有出入的地方。
- Maintain batch register and balance daily to General Ledger.
- 维持成批登记和总分类账的每日平衡。
- Communicate with the vendors:
- 与供应商的沟通：
- Ensure all credit notes are posted correctly to reconcile against suppliers statements and printed on the remittance advice.
- 核对供应商结账单，确保所有的信用票据正确寄出并打印在汇款通知上。
- Complete all supplier credit applications.
- 完成向所有供应商赊购申请。
- Answer all reasonable supplier requests in a professional and courteous manner.
- 用专业的和谦逊的态度回答供应商所有合理的请求。

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

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与所有部门保持联络

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