

## **Sunburst Hospitality Corporation Job Description**

**Job Code:** 50079  
**Job Title:** Accounting Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** September 2001  
**Reports To:** General Manager or Controller

### **SUMMARY**

Keeps records of financial transactions for property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

All employees are required to assist any customer or potential customer in a prompt, courteous, friendly, and helpful manner at all times.

Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.

Summarizes details in separate ledgers or computer files and transfers data to general ledger.

Reconciles and balances accounts.

Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.

Records and submits employee hours for payroll.

Prepares tax reports as needed

### **NON-ESSENTIAL DUTIES**

Other duties and responsibilities as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Understand and use computer and related equipment.

Understand and use math concepts, interpret technical information presented in mathematical or diagram form, work math problems quickly and accurately.

Speak and write clearly to report financial information.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**PHYSICAL DEMANDS continued**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Generally protected from weather conditions but not necessarily temperature changes.

Must be able to work effectively in a stressful environment, and communicate well with others.

Work according to set schedule including weekends and holidays as required.

The noise level in the work environment is usually moderate.

**IMPORTANT NOTE:** Critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name - Printed

\_\_\_\_\_  
Date

Note to Manager:

Please provide a copy of this signed job description to the employee and place the original in the employee's personnel file.