

Jobsquare Media

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Male hotel accountant

Industry

Hospitality

Employment Type

Full-time

Job Location

Jakande, Lekki, Lagos, Nigeria

Base Salary

₦ 100,000 - ₦ 150,000

Qualifications

HND and above in any related field

Experience

1 year and above

Must have an experience as an accountant in a hospitality setting

Skills

Attention to detail: Being able to keep track of tasks and ensure they are completed

Math skills: Being able to analyze numerical data, identify accounting errors, and compare figures

Time management: Being able to multi-task and optimize time to increase productivity

Description

Financial reporting: Preparing, analyzing, and reviewing financial statements, including balance sheets and income statements

Tracking finances: Monitoring accounts payable, receivable, and budgets, and ensuring that all financial transactions are accurately recorded

Payroll: Managing payroll and terminal benefits, and ensuring that payroll tax and other statutory payments are met

Taxes: Preparing and following up on payments for local, state, and federal taxes

Financial audits: Conducting financial audits

Reconciling: Reconciling balance sheet accounts and daily financial reconciliation

Reporting: Reporting financial information to the corporate office

Collaboration: Working collaboratively with various hotel departments

Responsibilities

Tracking finances: Monitoring revenue and expenses, and reconciling bank statements

Preparing financial statements: Creating balance sheets, profit and loss accounts, and cash flow statements

Managing payroll: Processing payroll for hotel staff in a timely manner

Preparing budgets: Assisting with business planning and budgets, including projected room revenue

Ensuring compliance: Staying up to date on financial regulations and standards, such as VAT and PAYE

Reporting financial information: Providing financial information to the corporate office

Chasing late payments: Following up on late payments and reporting bad debts

Monitoring cash flow: Keeping a close eye on cash flow

Job Benefits

Accommodation available

Date posted

November 12, 2024