



HOTEL  
SOLUTIONS

# STAFF ACCOUNTANTS

**READY TO JOIN A WINNING TEAM**

To Apply: Send Resume and unofficial transcript to  
[hiring@hotelsolutions.info](mailto:hiring@hotelsolutions.info) with the subject line:  
"HS Staff Accountant"

# WHAT'S IT LIKE ?

## **Open Team Member Position: Staff Accountant:**

You are a detailed-oriented team member who enjoys helping others and accounting. In this position, you provide daily accounting support to a portfolio of hotels with a positive attitude and have a drive to never stop learning. You take pride in your main responsibility which includes producing and issuing timely and accurate monthly managerial financial statements. This also consists of reviewing revenue reports, payrolls, bank reconciliations, occupancy taxes, accounts payable, and any other monthly tasks.

“

*Working at Hotel Solutions has helped me so much with my professional career! It's such a great environment to learn new skills and challenge myself every day!*

*-Miranda Wenske '22  
Accounting, TAMU*

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# WHAT TO EXPECT

## Salary & Awesome Benefits: \$ 50k

- Extreme Team Appreciation: open office, monthly coffee runs, snacks, tacos, birthday cake, plenty of music, casual attire
- Leadership opportunities and advancement
- Flexible Business Hours Weekday Schedules
- Simple IRA Retirement 3% Company Matching
- 120 Hours of Paid Time Off Annually for time with friends and family
- Health Benefits
- Concierge On-Call Doctor Service
- Monthly Team Training for continual growth and education
- Monthly 50% Gym Membership Matching
- \$1000 allowance for Counseling and Mental Health Reimbursement
- Holidays Off: New Year, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas

### Qualifications:

- 1+ years in hospitality industry accounting or
- Associates in Accounting or BBA Accounting or related field preferred
- Accounting Software experience preferred but not required

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## Staff Accountant Responsibilities:

- Learn the basics of hospitality industry accounting
- Be proactive in developing incremental deadlines to meet monthly goals
- Complete all end of month tasks to finalize financial package for each client
- Be proactive in developing and following the end of month schedule for each client and uphold all Hotel Solutions deadlines
- Prepares general ledger entries and maintain appropriate files
- Coordinate and hold training with clients on M3 software and Hotel Solutions processes
- Write financial statements for clients when necessary
- Setup sales and occupancy tax calculations for each client. Calculate, verify, and pay according to deadlines and approval from client
- Onboard and develop accounting procedures for new clients as assigned by Director of Accounting
- Answers accounting and financial questions by researching and interpreting data
- Provide full Balance Sheet Support
- Assist and support all team members
- Develop and invest in client relationships with a focus on consistent clear communication
- Coordinates with Accounts Payable Team regarding end of month close deadlines
- Complete all tasks with a good attitude in accordance with the Mission and Core Values of Hotel Solutions.

Learn more at [www.hotelsolutions.info/join](http://www.hotelsolutions.info/join)

# HOTEL SOLUTIONS NEEDS YOU.

## Does our vision fit with yours?

At Hotel Solutions, we believe accountants bring massive value to every organization. We are passionate about creating personal & professional growth opportunities for our team & clients. We support businesses through done-for-you accounting support, premium value-based courses, and internationally acclaimed public speaking. Our vision is to change the value and perception of accounting by cultivating strong leadership and communication skills within accounting departments across the country.

We work alongside the General Managers of hotels and teach them how to be a proactive role in the accounting of their hotel - resulting in higher profit margins, empowered teams, and more positive hotel cultures - simply from our ability to encourage, support, and invest our time and efforts in their financial needs.

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