



HOTEL
SOLUTIONS

FULL-TIME ACCOUNTING CLERKS

READY TO JOIN A WINNING TEAM

To Apply: Send Resume and unofficial transcript to
hiring@hotelsolutions.info with the subject line:
"HS FT Accounting Clerk"

WHAT'S IT LIKE ?

Open Team Member Position: Accounting Clerk

You are an action-driven team member who loves the details that accounting brings. You enjoy learning new skills and taking what you have learned and applying it to multiple situations. You assist your team in the areas of revenue checks, cash positions, accounts payable, bank reconciliations, aging reports, and any tasks that may arise at the end-of-month financial process for your portfolio of hotels.

Learn More at: www.hotelsolutions.info/join

“

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: \$ 40k, w/ Awesome Benefits

- Extreme Team Appreciation: open office, monthly coffee runs, snacks, tacos, birthday cake, plenty of music, casual attire
- 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 Years, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas
- Eligible as a remote position

Qualifications:

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

Accounting Clerk Responsibilities:

This position is eligible for a remote partnership.

- Learn the basics of the hospitality industry
- Maintain and balance daily revenue reports
- Prepares general ledger entries and maintain appropriate files
- Verify and post payroll reports•Complete bank reconciliations
- Assist with accounts payable when needed
- Create cash positions and accounts payable aging reports
- Issue and mail payments
- Prepare and update balance sheet workpapers such as prepaid and accrual schedules
- 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.

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HOTEL SOLUTIONS NEEDS YOU.

Who We Are:

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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