

# ROSEWOOD

## BERMUDA

**Do you have a passion for excellence? Are you seeking a challenging and rewarding career opportunity? Are you interested in joining a dynamic team that has raised the service standard of hospitality and has elevated Bermuda's reputation as a global competitor in the industry? If so, we are looking for you!**

**CHIEF ACCOUNTANT** – The successful candidate will be responsible for the maintenance of the hotel and club's general ledgers. This includes producing monthly financial statements and supporting reports. Working closely with the accounts payable, income audit and credit functions of the finance department, the Chief Accountant will coordinate all general ledger entries necessary to produce timely and accurate financial statements. This position will report directly to the Assistant Director of Finance. Responsibilities shall include but are not limited to:

- Executes accounting functions specifically related to the general ledgers, including account reconciliations and discrepancy resolution.
- Review and post all monthly general ledger entries.
- Preparing financial operating statements and reports in accordance with company policy in a timely and accurate manner.
- Monitoring resort internal controls and implementing operating procedures and controls for the resort.
- Reconciliation of bank accounts and related accounts.
- Maintenance of fixed assets ledgers and capital budgets.
- Assist with the preparation of annual budgets and periodic forecasts.

Applicants should have a degree in Business Administration, Accounting, Finance or Hospitality with a minimum of three years progressive accounting experience. Experience in a hotel environment is a plus but not a requirement. The successful candidate will have effective management and communication skills and previous experience maintaining general ledger accounts. Proficiency with Microsoft Office applications and Excel in particular is a must. Candidates must be flexible to work a schedule outside of normal business hours around reporting times. E.g. month end, year-end, audit. Etc.

**CREDIT MANAGER** – This position is responsible for managing the credit and collection functions of the resort. Resolving billing and credit issues are a major part of this job. Reporting to the Assistant Director of Finance, this position has one direct report. Key responsibilities include:

- Responsibility for all credit and collection matters, credit card payments and charge backs, billing and inquiries by guests and business partners.
- Collections of all group deposits and ensure all group billings are accurate and according to the contracts.
- Granting credit and setting up master accounts.
- Timely posting of all receipts as well as reconciliation of all accounts receivable accounts.
- Supervising the credit and collection of all Club accounts, including semi-annual billing of dues and monthly distribution of member's statements.
- Production of accounts receivable reports and organizing periodic credit meetings.
- Attending meetings with front office and conference services staff regarding events and groups, as well as providing credit training for new associates.

Applicants with previous experience in hotels and/or credit and collections will have preference for this position. The successful candidate will have excellent communication skills and a desire to provide the best possible service to our guests, associates and business partners. Computer literacy is a must as well as experience with Microsoft office applications. knowledge of Hotel Property Management systems (Opera) and Club management systems (Jonas) will be an asset.

**Interested persons should complete an application online at our website [www.rosewoodtuckerspoint.com](http://www.rosewoodtuckerspoint.com) under the careers section.**

Closing Date for applications is: February 8, 2018

***“Rosewood Tucker's Point is an Equal Opportunity Employer, offers a competitive compensation package, a rewarding work environment and challenging career opportunities”***

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