

JOB DESCRIPTION

Job Title:	FINANCE ASSISTANT
Department:	FINANCE
Reports To:	FINANCE MANAGER

JOB DESCRIPTIONS

1. To count daily cash collection from Front Office
2. To reconcile daily cash collection to General Cashier Report, and highlight to Finance Manager if any discrepancy
3. To check General Cashier Report and ensure all miscellaneous revenue posting, payment posting and refund posting are supported by signed copy guest folio
4. To reconcile daily credit card transactions to original signed credit card slips and settlement report
5. To assist documentation on credit card refund and credit charges disputes/chargebacks
6. To post daily credit card collection in PMS system
7. To check and verify monthly billing of utilities, contract workers, casual labours and operation related matters on a monthly basis
8. Assist in inventory checking, preparation of cheque and purchase order
9. To perform ad hoc duties assigned from time to time by Finance Manager
10. Other administration duties as and when necessary by Management

Acknowledgement

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(Employee Signature)

Name:

Date:

