

Turkey Jobs Expertini®

General Accountant

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Company: Hilton Hotels & Resorts

Location: Şişli

Category: other-general

Hilton Istanbul Bosphorus - Making Hotel History in Istanbul Since 1955

Hilton Istanbul Bosphorus holds a special place in history as the first Hilton hotel built outside the Americas. Since 1955, we've set the scene for some of the grandest moments, most exciting events, and biggest stars in modern Turkey. Learn how it all began before you make your own memories at Hilton Istanbul Bosphorus.

Historic Moments at Hilton Istanbul

Hilton Istanbul was the first modern hotel built in Europe after the Second World War.

Hilton Istanbul appears in the opening scene of 1963's *From Russia with Love*, starring Sean Connery as James Bond.

Istanbul's first discotheque, Cloud 9, opened at Hilton Istanbul in 1972.

Pilsen Pub, built in Hilton Istanbul in 1972, was the home of Istanbul's first happy hour.

Muhammad Ali was staying at Hilton Istanbul when he announced his retirement from boxing in 1976.

Hilton Istanbul has hosted royalty, politicians, and famous figures including Grace Kelly, Sophia Loren, and Louis Armstrong.

Hilton Istanbul Bosphorus has been also described as the university of tourism and filling the earth with the light and warmth of hospitality since 1955.

AsHilton Türkiye we have been awarded with the Great Place to Work Academy – Best

Place to Work award many times.

THE ROLE:

We are looking for the potential candidate for **General Accountant** position in our Legendary Hotel Hilton Istanbul Bosphorus.

BENEFITS

Competitive Salary

Health Insurance or Private Pension after 6 months of service

Carpark subscription on team member rate

Go Hilton: Team member rate while staying in Hilton Hotels both in & out of Turkey.

50% discount on personal food & beverage consumption in the hotels.

Social aid package

Free laundry and dry cleaning for business attire

Extended nursing hours of 1,5 hours until the baby reaches to 18 months (for new mother team members)

1 day paid leave on the first school day of the children (only 1st day of the 1st class) for female team members

Paid Paternity leave – 14 days

Unlimited Training and development opportunities in and out of the Hotel

Unlimited online courses opportunities from our own Hilton University

What will I be doing?

As a **General Accountant**, specifically, you would be responsible for performing the following tasks to the highest standards:

Be familiar with the document management system in use and flow of documents between hotel and Shared Service Centre and understand the approval process between hotel and Shared Service Centre when using the document management system.

Audit daily revenue figures, supporting reports and vouchers and follow up on any

discrepancies, incomplete work or missing information with the relevant departments

Report any problems or discrepancies to the Finance Leader on a daily basis

Ensure that all revenue streams are captured and reported accurately with appropriate backups to justify transactions posted

Perform daily reconciliation of Rooms, Food & Beverage, C&E, other revenue streams and all applicable taxes or fees related to Government or local authorities

Review all voids, discounted, entertainment checks, duty meal checks and complimentary rooms and ensure that all are authorized, signed and have appropriate level of detail

Ensure relevant Front Office and Outlet reports are provided on time, audited and (e-)archived in date order

Prepare Daily Income Auditor pack and ensure accurate treatment and posting of Gross and Net revenue

Ability to analyze large volume of complex financial information from many sources and create reports, forecasts, and projections

Check the Room Rate Discrepancy Report to ensure that all rate changes, upgrades etc. have been properly authorized

Follow up with the respective department manager for any cash over or short and record the relevant transactions in the General Cashier's Report

Audit the daily cash summary prepared by the General Cashier and reconcile to the POS and PMS

Monitor allowances, rebates and corrections. Review and balance rebates, paid outs, miscellaneous charges and Team Members' charges in PMS and ensure that each account is properly authorized and has relevant back-ups and approvals.

Reconcile credit card charges between electronic credit card machine and Point of Sale (POS) system on a daily basis

Perform cash count of house fund holders periodically and prepare a cash count summary to

be used for reconciliation purposes

Familiarize with the Hotel Manual Contingency Plan in case of computer system failure and ensure that all manual procedures are followed and adhered to

Monthly GL reconciliation of various accounts which pertain to Operations Audit transaction

What are we looking for?

Since being founded in 1919, Hilton has been a leader in the hospitality industry. Today, Hilton remains a beacon of innovation, quality, and success. This continued leadership is the result of our Team Members staying true to our Vision, Mission, and Values. Specifically, we look for demonstration of these Values:

Hospitality - We're passionate about delivering exceptional guest experiences.

Integrity - We do the right thing, all the time.

Leadership - We're leaders in our industry and in our communities.

Teamwork - We're team players in everything we do.

Ownership - We're the owners of our actions and decisions.

Now - We operate with a sense of urgency and discipline

If your values match ours, we are also looking for your ability to;

Adapt quickly to different situations;

Exude bags of energy and enthusiasm in working as part of a team.

Proficient in MS Excel, Word and Outlook with the ability to quickly learn new programs when required

Strong problem solving skills, including ability to effectively address any issue in collaboration with others as appropriate

Strong communication and negotiation skills (all levels of management and external customers)

Work Location : Hilton Istanbul Bosphorus

EOE/AA/Disabled/Veterans

Schedule

:Full-timeBrand:Hilton Hotels & Resorts

Job

:Finance

MEANINGFUL BENEFITS FOR YOUR CAREER & WELL-BEING

We support the well-being and performance of Team Members with industry-leading rewards, recognition and support to meet their needs and dreams: Best-in-Class PTO

Go Hilton Travel Discount Program

Hotel rates as low as \$40/night! Health & Welfare Benefit Plans Debt-Free Education

Retirement Savings Program Employee Stock Purchase Plan Mental Wellness Support

Flexible Schedules Access to your pay when you need it

through DailyPay

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