

The Bodrum EDITION - Senior Accountant

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Company: Edition Hotels

Location: Mugla

Category: other-general

POSITION SUMMARY

Check figures, postings, and documents for accuracy. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information. Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers. Prepare, maintain, audit, and distribute statistical, financial, accounting, auditing, or payroll reports and tables. Complete period-end closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures. Follow-up and resolve past due accounts and vendor invoices until payment in full is received or resolved. Coordinate tasks and work with other departments; serve as a departmental role model or mentor; assign and ensure work tasks are completed on time and that they meet appropriate quality standards. Report work related accidents, or other injuries immediately upon occurrence to manager/supervisor. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Speak with others using clear and professional language; prepare and review written documents accurately and completely; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. Move, lift, carry, push, pull, and place objects weighing less than or equal to pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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