

Property: The Franklin Hotel at Independence Park

Job Title: Financial Controller

Job Summary

Supervises and directs the financial activities of the hotel, safeguards the assets, and prepares all financial reports in accordance with generally accepted accounting principles and PM Hotel Group standards.

Summary of Essential Job Functions

- Interview, hire, train, recommend performance evaluations, resolve problems, provide open communication and recommend discipline and/or termination when appropriate. Use the PM Hotel Group efforts for all recruiting and on-boarding activities.

- Monitor and approve all sales, purchases, salaries and expenses of the hotel.

- Analyze financial data of operations, in order to advise hotel management and to assist in maintaining an efficient operation.

- Prepare, review, and present the Monthly Report of Operations.

- Prepare forecasts and budgets as required (annual, revised annual, monthly, and/or on PM Hotel Group/owner's request).

- Oversee all contracts and legal agreements, and assist hotel management in maintaining all licenses, permits, insurance and contracts.

- Establish and audit all internal financial controls, including purchasing, cash handling and disbursements, inventories, hotel equipment, master keys, and associate time records.

- Communicate both verbally and in writing to provide clear direction to staff.

- Comply with attendance rules and be available to work on a regular basis.

- Perform any other job-related duties as assigned.

If interested, please contact Katie Kaplan at Katie.Kaplan@marriott.com or directly apply via our company website at www.pmhotelgroup.com