

Job Title:	CORPORATE OFFICE STAFF ACCOUNTANT - 05002	Approved Date:4-04-08 <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
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General Position Information:

This specific job description covers the basic functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

DOL Overtime Status: <u>Exempt</u>	Pay Type: <u>Hourly</u>	Location: <u>Corporate Office</u>
Employment: <u>Regular Full-Time</u>	Base Pay \$ _____ to \$ _____ annually	Department: <u>Accounting Department</u>
Workers Comp Code: <u>8810</u>	Level: <u>Staff</u>	Reports to: <u>Sr. Staff Accountant</u>
EEOC Class: 5- Clerical	Benefit Class: (2)	Supervises: <u>NA</u>

Position Summary:

Supports the financial activities of Charter One properties by performing the following duties.

Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)

- **Education/Training (or equivalent):** H.S. Degree / GED College Degree Certification/License*
 - High School or GED required; further education a plus.
- **Experience: (Type of work experience, min. number of years):**
 - Minimum of one year experience in an Accounting Department at a hotel.
- **Technical or Administrative Knowledge:**
 - Must be computer proficient with expertise in Excel, Internet Explorer, Property Management Systems and Point of Sale Systems.
 - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
 - Ability to solve practical problems and deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - Basic phone and computer skills with working knowledge of recent Windows software versions.
 - Basic understanding of General Ledger Accounting.
- **Special Skills and/or Abilities:**
 - Ability to organize and manage multiple priorities.
 - Excellent interpersonal/communication and customer service skills - approachable, cheerful, helpful, etc.
 - Maintains professional appearance and demeanor at all times.
 - Ability to meet US employment eligibility requirements and Charter One eligibility requirements.

Physical Requirements and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

Key to denote % of time requirements necessary to perform essential functions of this job.
0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% = Great (G)

- **Physical Requirements:** **Light:** Lifting 0-10 pds. **Moderate:** Lifting 0-25 pds. **Heavy:** Lifting 25+ pds.

L -Bending/stooping	L -Standing	L -Lifting	L -Color / Depth perception
L -Reaching above/below the waist	L -Kneeling	L -Taste/Smell	G -Fine hand & finger movements
L -Pushing/pulling movements	L -Sitting	G -Typing	O -Operate motor vehicle
L -Climbing stairs / ladders	L -Walking		M -Operate various equipment

- Working Conditions and Schedules:

- G - Interacting with co-workers, vendors, and customers.
- G - Office machines, phones, fax, computers, postage meter, etc.
- G - Working environment: - office
- L - Available to works nights, weekends and holidays.

- Necessary traits for this position: Seeing Hearing Talking* Reading* Writing*

- Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.
- Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc: English Spanish French Other _____

Job Description (continued)

Job Functions, Unique Duties and Responsibilities:

Essential Functions include but not limited to the following:

- Knows and understands the federal, state, and local laws which govern the hotel industry.
- Adheres to Charter One Hotels & Resorts Standard Operating Procedures
- Monitors daily requirements for assigned properties.
- Prepares monthly sales occupancy and use tax returns for assigned properties.
- Completes various bank account reconciliations in a timely manner for assigned properties.
- Reviews, prepares, and distributes for final review monthly financial statements for assigned properties.
- Adheres to all safety procedures and informs management of any unsafe conditions.
- Attends department meetings and training as requested.
- Complies with all policies as described in the Charter One Employee Handbook.
- Other duties as assigned based on company's needs.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature _____ Date _____