



# **NGWE SAUNG YACHT CLUB & RESORT**

## **Challenging Job Opportunities for Hotel Industry**

### **Accountant / Auditor ( 1 - Post )**

- Any Graduated
- Age between (20 ~ 30)
- Basic skill in Microsoft Office (Word, Excel)
- Email and Internet usable
- Basic knowledge in Accounting and Finance
- Good communication and reporting skills
- Ability to work under pressure and meet tight deadlines
- Attention to details and ability to work independently and work as a team

### **Role Description**

This is a full-time on-site role for Accountant / Auditor at Ngwe Saung Yacht Club & Resorts. As an Accountant / Auditor she financial accounting procedures and financial management. – assist Financial Controller in the fiscal and administrative requirements. All rules & regulations are strictly adhered within the hotel including hotel's policy on fire and safety as well as hygiene regulations.

### **Job Responsibilities**

- Accounting Entry – Daily Transaction & Trial Balance in General Ledger by daily.
- Financial Statement and Final Account preparation by yearly support to HFC in time.
- Preparing details of annual income tax return for SAS System Report by yearly support to HFC in time.
- Monthly Profit & Loss Support to HFC in time for Financial Closing Review Meeting.
- Quarterly Financial Statement Support to HFC in time and need to prepare report and Return Form to MTO-1.
- Preparing detail calculation for Service Charges and Support to HFC in time and before deadline.
- Preparing Fixed Assets Lists & Depreciation by Monthly and Yearly.
- Preparing Account Receivable & Account Payable by Monthly and Yearly.
- Checking Bank Reconciliation Statement for Monthly & Quarterly to report HFC.
- Controlling and Supporting for all Inventory and Food & Beverages Consumption and others financial case by case.
- Monthly BOD Report preparation by monthly.
- Assistant and Support to HFC for all financial concerns in departments.
- Additional responsibilities and tasks can be added at any time according to the needs of the business and of the hotel.