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Treasurers and Controllers

Job Description:

Direct financial activities, such as planning, procurement, and investments for all or part of an organization.

Sample of reported job titles: Chief Financial Officer (CFO), Comptroller, Controller, Director of Finance, Finance Director, Finance Manager, Finance Vice President, Treasurer

Job Task

- Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.

Technology Skills:

- Accounting software — Hyperion Enterprise; Intuit QuickBooks; Sage 50 Accounting; Tax software
- Data base user interface and query software — Data entry software; FileMaker Pro; Microsoft Access; Yardi
- Enterprise resource planning ERP software — Exact Software Macola ES; Microsoft Dynamics; Oracle JD Edwards EnterpriseOne; SAP
- Financial analysis software — Microsoft FRx; Oracle E-Business Suite Financials; Oracle Hyperion Planning
- Spreadsheet software — Corel QuattroPro; IBM Lotus 1-2-3; Microsoft Excel

Job Knowledge:

- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Job Skills:

- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Job Abilities:

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Job Activities:

- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

- Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

I _____ acknowledge that I have read and understood this job description for the position of Accountant.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____