

## Clerk-Accounting

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Company: Fairfield Inn & Suites

Location: Indonesia

Category: other-general

### POSITION SUMMARY

Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. 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. Maintain accurate electronic spreadsheets for financial and accounting data. Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers. Prepare, maintain, 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 all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets; protect the privacy and security of guests and coworkers. Address guests' service needs in a professional, positive, and timely manner. Speak with others using clear and professional language; prepare and review written documents accurately and completely; answer telephones and emails using appropriate etiquette. Move, lift, carry, push, pull, and place objects weighing less than or equal to pounds without assistance. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. Perform other reasonable job duties as requested by Supervisors.

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