

Finance Assistant

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Company: Hilton Garden Inn

Location: Kota Jakarta Barat

Category: other-general

With thousands of hotels in over 100 countries and territories, Hilton offers countless opportunities to delight. From an open door to a welcoming smile and an exceptional experience, we offer the millions of travellers who stay with us every year a welcome they will never forget. In addition to our flagship brand, Hilton Hotels & Resorts, the family of brands includes Waldorf Astoria, LXR, Conrad, Canopy, Curio Collection, DoubleTree, Hilton Garden Inn, Hampton and many others.

If you appreciate the impact global travel can have on the world, you may be just the person we are looking for to work as a Hilton Team Member. Because it's with Hilton where we never forget the reason we're here: to delight our guests, Team Members, and owners alike.

The Accounting Officer – Payable's core responsibilities are audit, processing and timely payment of all hotel payments.

What will I be doing?

As the Accounting Officer – Payable, you will be responsible for performing the following tasks to the highest standards:

- Account for and audit all purchase orders, receive records and suppliers' invoices (purchase invoices matching procedure).
- Ensure all invoices have proper supporting documents and authorization before processing payment.
- Prepare vouchers, including cost distributions and account codes for all suppliers' invoices and credit memos.

- Balance suppliers' monthly statements to the hotel's accounts payable record.
- Answer suppliers' and other parties' queries relating to accounts payable.
- Carry out any other reasonable duties and responsibilities as assigned.

What are we looking for?

An Accounting Officer – Payable serving Hilton Brands is always working on behalf of our Guests and working with other Team Members. To successfully fill this role, you should maintain the attitude, behaviours, skills, and values that follow:

- University degree and above.
- 1-2 years of relevant experience.
- Attention to details and good interpersonal skills.
- Proficient in English and Chinese to meet business needs.
- Possess system skills in Check SCM, SUN.
- Proficient in Microsoft Windows, Word, Excel, etc.

MEANINGFUL BENEFITS FOR YOUR CAREER & WELL-BEING

We support the well-being and performance of Team Members with industry-leading rewards, recognition and support to meet their needs and dreams: Best-in-Class PTO

Go Hilton Travel Discount Program

Hotel rates as low as \$40/night! Health & Welfare Benefit Plans Debt-Free Education

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