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SPHM
HOSPITALITY

SPHM – HOTEL ACCOUNTING JOB DESCRIPTIONS



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Hotel Accounting Job Descriptions



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- I. EXECUTIVE LEVEL:**
Financial Controller :
- II. MANAGER LEVEL [A]:**
Accounting Manager :
Purchasing Manager :
- III. MANAGER LEVEL [B]:**
Cost Controller :
Credit Controller :
Senior Accountant / Tax Section :
Asst. to Accounting Manager :
FC's Secretary :
- IV. ADVISOR LEVEL:**
EDP Supervisor :
Income Auditor :
Tax Section :
- V. SUPERVISOR LEVEL:**
General Cashier :
Account Payable :
A/R Clerk :
- VI. SENIOR CREW LEVEL:**
Purchasing Clerk :
Receiver / Storekeeper :



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Financial Controller
Report To : General Manager
Department : Finance
Direct Subordinates : Accounting Manager
Cost Controller
Purchasing Manager
Credit Supervisor
Secretary & Payroll Master
EDP Manager
Indirect Subordinate : All Accounting Staff

SCOPE

Manage the Financial Function of the hotel to ensure the accuracy, integrity, legality and timeliness of financial reports in accordance to Indonesian regulations and Sun Paradise Standards so can to support operation and achieve financial goals.

PREMARY-RESPONSIBILITIES

Establish and maintains a system of internal control of hotel assets, revenues and expenses.

Direct the timely recording of financial data and preparation of financial and management report required by government of Bali and making sound decisions and plans and to meet legal and regulatory requirements.

Control expenses in relation to revenues as per approved budget for achieving maximum profits.



JOB DESCRIPTIONS (Financial Controller continued)

Develop and administer systems and procedures to ensure the timely collection of receivable and the discharge of financial obligations and funding to the Owner.

Develop and maintain annual budgets for use by Sun Paradise Management and Owner in measuring, planning and controlling business operations.

Provide financial consultancy service to Hotel Management for developing promotions to increase revenues or to adopt cost cutting measures to decrease expenses.

Ensure the safeguarding of hotel's assets in the interests of Owner and General Manager for providing continuous and efficient service to the guest.

Ensure that the F & B Control section provides timely and accurate reports to Management review and support the plans of the F & B Manager to control costs and improve revenues.

Prepare annual salary increases for graded employees for approval by appropriate decision makers to compensate these employees on a timely basis.

Ensure that the Purchasing section is thoroughly familiar with the market and obtain best possible bids on purchases to control or lower operating expenses.

Ensure that all required coverage of all insurances policies of the hotel are in effect as well as all necessary licenses are renewed according to the Indonesian law and Bali government regulations.

Responsible for reviewing and approving of legal contracts and attending to all legal matters in the hotel operations.

Ensure maintaining of in-house back office computer system in optimum operating condition.



RELATIONSHIPS

- Internal : Owners, General Manager, and All Department Heads on Financial operation matters daily.
- External : Insurers, Tax Consultants, Auditors, Bankers, Legal Advisor, and Government Authorities, Suppliers and Contractors in relation to matters periodically.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

General Manager

Financial Controller



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Accounting Manager
Report To : Financial Controller
Department : Finance
Direct Subordinates : Account Payable
Account Receivable
Income Auditor
Night Auditor
All Cashiers
Indirect Subordinate : All Accounting Clerk

SCOPE

Under the guidance of the Financial Controller and within the limits of Sun Paradise Policy & Procedures as outline in the accounting standards manual, is responsible for all Hotel accounting and Financial Controls.

PREMARY-RESPONSIBILITIES

To assist the Financial Controller in carrying out his duties.

To verify daily banking from duplicate of bank receipt to the General Cashier reports.

Check the Daily General Cashier Report.

Follow up, on delays in realizing deposit, and return checks, to carry out monthly reconciliation of all hotel bank accounts.

To maintain general ledger, starting from posting, adjusting, printing and also to maintain the adequate of accounting records.

To reconcile by monthly all Currents Assets of Balance Sheet.



JOB DESCRIPTIONS (Accounting Manager continued)

Carry out the function of collecting city ledger accounts with the assistance of Account Receivable.

Carry out the function of Financial Controller when he is out the hotel area.

Represent of Financial Controller for government when he/she is no time to visit.

To lead an accounting meeting when the Financial Controller not able to come for attending accounting department meeting.

To assist the Financial Controller on the Annual Budget Preparation, with the specific instructions.

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.

RELATIONSHIPS

Internal : Financial Controller, and All Department Heads on Financial operation matters daily.

External : Insurers, Tax Consultants, Auditors, Bankers, Legal Advisor, and Government Authorities, Suppliers and Contractors in relation with his/her assistance to the Financial Controller.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Accounting Manager



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Cost Controller
Report To : Financial Controller
Department : Finance
Direct Subordinates : Cost Controller Clerk
Storekeeper
Receiver

SCOPE

Responsible for recording and controlling the all invoices for foods, beverages and all supplies on the daily basis through receiving department and recording and controlling all outgoing merchandises from store room used store room requisitions.

Assist the Financial Controller in preparing cost reconciliation's.

PREMARY-RESPONSIBILITIES

Recording and pricing all storeroom requisitions.

Posting all of the inventories item from daily receiving report into the System.

Preparing Daily Flash Food Cost.

Develop Food & Beverage Cost Potential.

Calculates beverage potential sales on a monthly basis.

To do spot check between kitchens copies of captain orders with guest restaurant's checks.

Recording and pricing inter kitchens or bar transfer.



JOB DESCRIPTIONS (Cost Controller continued)

To supervise a physical inventory taking at storeroom and all hotel's outlets.

Preparing month-end Food & Beverage cost reconciliation.

Complies with Sun Paradise policy and procedures.

To conduct a monthly analysis of food and beverage inventories, to determine "slow-moving" and absolute inventory items, and calculate turnover ratios.

To play an active role in calculation of per plate costs of menu items.

To conduct random spot checks of inventories in the bar and kitchen for accuracy and observe service procedure to ensure that the internal control system is effective.

To conducts regular, surprise spot-checks in restaurants and bars to ensure that all guests are issued posted guest checks at the time of consumption.

To work closely with the Food & Beverage Manager, the Chef and Purchasing in order to minimize Food and Beverage costs, and to maintain high quality production and service.

To work closely with the Accounting Manager in order to improve the Food and Beverage control operation.

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.



RELATIONSHIPS

Internal : Financial Controller, F & B Manager, and Chef operation matters daily.

External : Suppliers, Contractors in relation with his/her assistance to the Financial Controller.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Cost Controller



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Credit Supervisor
Report To : Financial Controller
Department : Finance

SCOPE

Responsible for investigating credit applications for new accounts, reviewing accounts for potential problems on an on-going basis and maintaining contract with other parties to enable timely detection of payment problems.

PREMARY-RESPONSIBILITIES

Conducts credit investigations, so that an intelligent appraisal of customer's worth, character and ability to pay may be ascertained to justify extension of credit.

Review supporting documents and verifies the accuracy of balances in accounts receivable.

Follow up collections of accounts receivable regularly in a firm but diplomatic manner, calculated to produce results and at the same time maintain good relations with the customers.

Recommends write – off of un-collectable accounts with supporting document of legal correspondence or notification from right sources.

Reports immediately any unfavorable information received affecting a customer's credit standing, so that appropriate actions may be taken.

Ensure that Sun Paradise policies and procedures granting of credit are observed.

Attend Monthly Credit Meeting and maintains updates the list of travel agents which are blacklisted and/or prepayment basis.



JOB DESCRIPTIONS (Credit Supervisor continued)

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.

RELATIONSHIPS

Internal : Financial Controller, S & M Manager, Front Office Manager and Reservations operation matters daily.

External : Travel Agents, Tenants and Corporate accounts in relation with his/her duties in assistance to the Financial Controller.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Credit Supervisor



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Senior Accountant (Tax Section)
Report To : Financial Controller
Department : Finance
Sub-ordinate : Accounting Clerk

SCOPE

Responsible for handling any tax record and maintain the General Ledger, prepare any tax report monthly and yearly. In absent of the Financial Controller, has to handle any government side inspection, but not to decide on behalf company or for the name of Financial Controller.

PREMARY-RESPONSIBILITIES

To maintain a General Ledger as per instruction of the management, based on the guidance had given to.

Posting into the HOTEL PMS System by daily basis, all Front Office function and Income Auditing.

To print Daily Report as per instruction, and filed into the proper place in sequence date and month and to store into the safe place for tax audit purpose.

To prepare monthly tax report i.e., Income Tax Article 21 Monthly Tax Return, Value Added Tax Monthly Tax Return, Letter Tax Payment for: Income Tax Article 21, Income Tax Article 25 and Value Added Tax.

Responsible for timely reporting and payment of other taxes such as withholding tax, VAT, entertainment tax, etc.

To prepare monthly report of Hotel and Restaurant Tax (PHR), as well as the payment advice.



JOB DESCRIPTIONS (Tax Section continued)

To pay all taxes above based on the schedule of payment according to the regulation.

To prepare annual tax return for: Income Tax Article 21 and Income Tax Article 29, as well as to prepare of the Letter of Tax Payment.

Prepares Annual Payroll Tax Return not latest than the 31st of March each year, i.e., Income Tax Article 29 and article 21.

RELATIONSHIPS

Internal : Financial Controller, AMDF, Managing Director for operation matters daily.

External : Tax Consultant, Tax Officer and Government Treasury to assist the Director of Finance.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Senior Acct (Tax Section)



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Secretary & Account Reconciliation
Report To : Financial Controller
Department : Finance

SCOPE

Responsible for properly maintaining all Financial Controller correspondent and file and as payroll master was responsible for maintaining all records pertaining to payroll, including individual employee compensation records. Responsible for the preparation of the payroll, payment of salaries and taxes and preparation of the required report to government authorities.

PREMARY-RESPONSIBILITIES

Function as Financial Controller's Secretary

Attend to all correspondence of Financial Controller and maintain an efficient system of filing.

Records and distributes all incoming mails to accounting department, as well outgoing mails.

Maintains the attendance record for all accounting staff.

Assist to Financial Controller in preparation of "Budget Plan" for typing, printing, binding and distribute a complete "Budget Plan".

Carry out any other task that assigned by the Financial Controller as the secretary.



JOB DESCRIPTIONS (Secretary and Payroll Master continued)

Function as Payroll Master

Maintains up to date files for all employees, including employment contract, change of status, un-paid leave.

Cooperates with personnel department to ensure that all changes have been incorporated in his records and cooperates with the General Cashier to ensure that all cash disbursements related to payroll are properly reflected in the payroll.

Compute payroll and prepares payment vouchers and payroll records.

Prepares payroll Journal Vouchers at the end of each month.

To assist Tax Section to prepare Payroll Tax Return, Jamsostek Insurance reports pertaining to payroll before the 10th each month.

Prepares monthly payroll tax and individual pay-slips.

To assist Tax Section to prepares Annual Payroll Tax Return not latest than the 31st of March each year.

Comply with Sun Paradise Policy & Procedure.



RELATIONSHIPS

Internal : Financial Controller, AMD, Managing Director and all accounting staff for operation matters daily.

External : Any guest for the Financial Controller.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

FC's Secretary



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Income Auditor
Report To : Accounting Manager
Department : Finance

SCOPE

Responsible for daily auditing to all records pertaining to revenue of the hotel. Prepares and complete daily reports and prepares relevant documents for incorporation in the monthly accounts.

PREMARY-RESPONSIBILITIES

Audits the daily revenue figures and supporting folios, vouchers and summaries submitted by the night auditors.

Audits the daily general cashier's report

Prepares daily reports for distribution in the hotel.

Prepares and to process some necessary adjustment to fix wrong charge and price applied.

Prepares the necessary journal vouchers at the end of the period.

Verifies the daily house phone call reports.

Keeps stock of guest checks and ensures that these are issued and used in numerical sequence by maintaining logbook to document this.



JOB DESCRIPTIONS (Income Auditor continued)

Verifies all voids and previous day corrections, as well as corrections made at the point of sales.

Checks housekeeping report for complimentary rooms and housekeeping occupancy with the Front Office records.

Calculates employee's service charge and preparing "An announcement regarding Service Charge" weekly and Month Ending.

Prepares Daily and Month Ending Food & Beverage Statistic i.e., Food Cover, Beverage Cover, Food Revenues and Beverage Revenues.

Complies with Sun Paradise Policy and Procedures.

Perform any other duties as assigned by the hotel's management.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Income Auditor



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Account Payable
Report To : Accounting Manager
Department : Finance

SCOPE

Responsible for verification, processing and timely payment of all hotels' purchases. Maintains proper files for all accounts payables records.

PREMARY-RESPONSIBILITIES

Receives all invoices and matches those with receiving records and purchase orders. Verifies pricing, extensions and additions.

Prepare cheques/bilyet giro for all payment vouchers, cancel all documents with a "DATED PAID STAMP" and forwards those all cheques/bilyet giro together with all supporting documentation to Financial Controller and to Managing Financial Controller for signatures.

Prepares all necessary payment vouchers, ensures timely payment based on term credit and maintains this files for both paid and unpaid payment vouchers.

Post all payment vouchers into the hotel's ledger timely basis.

Complies with all Sun Paradise policies & procedures.



JOB DESCRIPTIONS (Account Payable continued)

Perform any other duties assigned by the hotel's management.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Account Payable



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : General Cashier
Report To : Accounting Manager
Department : Finance

SCOPE

Responsible for adequate money supply in the hotel, collecting of all daily receipts and to do daily banking. Responsible also for Petty Cash's Payment and Reimbursement.

PREMARY-RESPONSIBILITIES

Collects the cashier's envelopes from the "Drop Safe Deposit Box" each morning and counts the contents in the presence of a witness.

Receives and banking all cheques received, including those received in the mail.

Banked the previous day's collection at the hotel's bank accounts on the daily basis.

Prepares "Daily General Cashier Report" and forwards it to Income Auditor for verification.

Provide some small money for outlet cashiers that required for money change.

Verifies all cash receipts, foreign currency receipts, are used in numerical sequence to ensure all collections are account to.

Ensure adherence to all cash and banking policy based on the Sun Paradise Accounting Standards Manual.

Disburses all authorized Petty Cash Vouchers and submits for reimbursement at least each Thursday.

Monitor the fluctuations of Exchange Rates and amends the Front Desk Exchange Rates notice accordingly on the daily basis.



JOB DESCRIPTIONS (General Cashier continued)

Maintains a permanent record of all cash overages and shortages by individual cashier on a daily basis and submits this report to the Financial Controller for monthly review and signature.

Keeps the safe closed at all times and fully locked when unattended regardless of the length of time involved.

Prepares Petty Cash Journal Voucher weekly.

Prepares Cash Receipt Journal each the end of the month.

Carries out any other duties as required by the hotel's management.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

General Cashier



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : EDP Supervisor
Report To : Financial Controller
Department : Finance

SCOPE

To assume fully responsible to HOTEL PMS System.

Managing all aspects to the HOTEL PMS System on site, which includes system maintenance, ensuring a smooth day – to – day operation and to assure that the workload and administration is within operational guidelines.

PREMARY-RESPONSIBILITIES

To ensure that smooth operation of HOTEL PMS System is maintained at all times.

To ensure that during breakdowns, that guests needs are given priority and that action steps are taken to limit the downtime as much as possible.

To ensure that good communication between the Suppliers, the maintenance company, Wasantara and Bali Click are maintained in order to ensure good services and got adequate supplies.

To ensure that correct back-ups at Front Office System and Back Office System are taken to protect the property's database, according to the "Standard Operating Procedures".

To ensure that a fault logbook is maintained and that this information is available to the "HOTEL PMS Support Department if they are contacted for any assistance.

To makes a through check of all cables and connections, which includes PC's servers, network, telephone line, modem and other devices at least once every month.



JOB DESCRIPTIONS (EDP Officer continued)

To ensure, that the hardware is correctly maintained in cooperation with maintenance company.

To ensure, that hard disk in the hotel servers are used only for system and no other programs than approved by the Managing Director.

To ensure that, all users have an individual "PASSWORD" and be changed on every six months by using proper logbook must be maintained.

To ensure that all updates to the program issued by HOTEL PMS are copied into the hard disk, the software is immediately updated and all disks are kept in a safe and secure place.

To detect and find the cause(s) of a problem when it arises so that proper action can be taken in co-ordination with the Supporting Department of HOTEL PMS when necessary and to ensure proper feedback on the results of action steps proposed.

To obtain a sound knowledge of the operating system of the HOTEL PMS in order to be able to perform a complete recovery in case of a breakdown.

To check all computers in the property from viruses on regular basis (weekly)

To assist all employees whose job are involved in handling / operating computers in case of problem/failure related to software/programs, devices or equipments.

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.



JOB DESCRIPTIONS (EDP Officer continued)

RELATIONSHIPS

- Internal : Financial Controller, All Department Heads, Accounting Staff, Cashiers and Other Computer users in the operation matters daily.
- External : Computer Suppliers, Computer Contractors in relation with his assistance to the Financial Controller.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

EDP Officer



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Receiver
Report To : Cost Controller
Department : Finance

SCOPE

Responsible for all goods entering and leaving the hotel and to ensure that all necessary documents are completed and that merchandise is in acceptable condition.

PREMARY-RESPONSIBILITIES

Responsible for the proper documentation and distribution of all merchandise entering the hotel, include purchase orders, market lists, removal of property authorization.

Prepares receiving records and daily receiving reports. Ensures that receiving records are used in strict numerical sequence.

Ensures that all merchandise entering the hotel is distributed to the respective department or storeroom as soon as possible.

Ensures that all outgoing goods, such as empty beverage containers and equipments sent out for repair are properly documented and accounted for.

Follow up with Purchasing Manager at the end of each month to ensure that all orders have arrived and cooperate in investigating any late deliveries.



JOB DESCRIPTIONS (Receiver continued)

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Receiver



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Assistant to Accounting Manager
Report To : Accounting Manager
Department : Finance

SCOPE

Under the guidance of the Accounting Manager and within the limits of Sun Paradise Policy & Procedures as outline in the accounting standards manual, is responsible for all Hotel accounting Transaction Controls, by daily basis.

PREMARY-RESPONSIBILITIES

Responsible for checking Cash Transaction and verify Print Out of "Cash Journals".

Maintaining Bank Book all of Bank Accounts and filling Debit Notes also the Credit Notes from the Bank.

Prepares a "Monthly Bank Reconciliation's"

Prepares Employee's Salary Pay Slip and to distribute each month.

Does daily balancing Cash Clearance from General Cashier Report with Income Auditor Report, also to cross check with Cashier's logbook.

To investigate any differences on "Cash Clearance"

Prepares adjustment and fixing "Cash Clearance"

Does daily balancing Account Payable Clearance from Account Payable Report with Account Receivable Report.



JOB DESCRIPTIONS (Assistant to Accounting Manager continued)

To investigate any differences on "Account Payable Clearance".

Prepares adjustment and fixing "Account Payable Clearance".

To back up on all section within accounting department, to speed process month end closing process.

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.

RELATIONSHIPS

Internal : Financial Controller, Accounting Manager, Accounting Staff, Cashiers and other staffs in the operation matters daily.

External : Banker, to check bank accounts and incoming transfers.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Asst. to Acct. Manager



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Storekeeper
Report To : Cost Controller
Department : Finance

SCOPE

Responsible for goods entering and leaving storerooms. Also responsible to maintaining accurate store room records, and store room in good conditions.

PREMARY-RESPONSIBILITIES

Responsible for maintaining the perpetual inventory records and daily summary of all purchases and issues from each of the hotel's storerooms.

Assist the cost controller in the taking periodical physical inventories.

Accounts for any differences in physical inventories with book figures and advises to management of any material differences.

Ensures that all incoming and outgoing goods are supported by properly authorized documents such as Receiving Records and Requisitions.

Implements proper controls in maintaining security of Store Areas at all times.

Ensures that adequate stocks of all articles are kept and responsible for the timely raising of Purchase Requisitions.

Monitors expiry dates of stocks and ensures that all goods are used prior to their expiry date. Ensure that all goods without expiry date are strictly issued on a First – In – First – Out basis.



JOB DESCRIPTIONS (Store Keeper continued)

Maintain proper procedures and methods such as record, keeping, stock maintain and issuing.

Complies with all Sun Paradise Policy & Procedures.

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Store Keeper



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Outlet Cashier
Report To : Accounting Manager
Department : Finance

SCOPE

Responsible to ensure that all guests are issued posted guest checks at the time of consumption. And responsible to handle guest transaction either cash or credit.

PREMARY-RESPONSIBILITIES

Ensures that all guests are issued posted guest checks at the time of consumption.

Be thoroughly familiar with the laid out of menus or drink list and able to enter the transaction quickly and efficiently into the HOTEL PMS System.

Handle the credit card settlement according to procedures laid down and pay particular attention to matching signatures, obtaining authorization for full amount of bill was correct amount.

Restaurant Check, which is charged to the room, should completed with Room No. and guest's signatures and the cashier should check the guest name on the bill with guest name in the HOTEL PMS System.

Ensures, that all voids checks and cancelled checks are authorized by the Management with clear reasons.

Makes sure that all checks have been closed in the HOTEL PMS System.

Makes sure that money are deposited to Front Office Cashier after balanced with HOTEL PMS System and physically tallied.



JOB DESCRIPTIONS (Outlet Cashier continued)

Records any matter into the Outlet Cashier Log Books.

Complies with all Sun Paradise Policy & Procedures.

Complies with Sun Paradise Accounting Standard Manual

Performs any other duties as assigned by the hotel's management.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Outlet Cashier



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title	: Purchasing Manager
Report To	: Managing Director for administratively & Financial Controller for functionally
Department	: Accounting
Sub-ordinate	: Purchasing Clerk Drivers

SCOPE

Monitors and controls the purchases of goods and services at the correct prices, in economics quantities and with acceptable quality.

PREMARY-RESPONSIBILITIES

Control custody, usage, routing and authorization of purchase orders, including numerical control.

Prepares price comparison and select surveyors, including an ongoing programs of comparative shopping in terms of location, price, quality, consistency of supplies, including delivery time.

Searches for alternative suppliers and performs market surveys in order to be aware of market conditions.

Delegates assignment to and supervises subordinates, e.g., Purchasing Clerk and Drivers.

Follow up with suppliers on delivery time, and complaints / comments from the department as user.

Periodically to check receiving boy and the hotel store rooms.

Handles correspondence, reports, forms, etc., and ensures their kept in safe storage.

Attends operation briefing; Maintenance Meeting and other special meeting assigned by management.



JOB DESCRIPTIONS (Purchasing Manager continued)

Comply with Sun Paradise policies and procedures.

Performs any other duties as assigned by the hotel's management.

RELATIONSHIPS

Internal : All Department Heads, to maintain good relationship.

External : Suppliers, Contractors, Architects, and Surveyors

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Managing Director

Purchasing Manager



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Drivers
Report To : Purchasing Manager
Department : Accounting
Sub-ordinate : -
Direct Subordinate : -

SCOPE

1. Main Responsibility:
Ensure the vehicles are taking care.
2. Serving to guests:
To give assistance to the arriving and departing guests, mainly by handling the hotel transfers.
3. As Buyer of Purchasing:
Coordinates with the Purchasing Manager in helping to purchase and collecting goods or other duties that be instructed direct by the Purchasing Manager.

PREMARY-RESPONSIBILITIES

DUTY No. 1: Ensure the vehicles are taking care

- Checks the condition of vehicles before driving, such as: the licenses still valid, the fuel enough for operation, tires the air enough, the Air Conditioning in good condition, the vehicles must be cleaned before and after duty.

DUTY No. 2: To give assistance to the arriving and departing guests, mainly by handling the hotel transfers.

- Maintain a friendly, neat and professional image to the guests.
- Provide courteous service to the guests and respond prompt and tactfully to the guests complaints, requested and inquiries.



JOB DESCRIPTIONS (Drivers continued)

- Assist the guest and patrons by unfailingly transferring and picking up the guests.
- Direct the incoming guests to the registration desk and helping bellboy for moving the guest's luggage.
- To keep an umbrella available to protect the guests and patrons coming in and out of the vehicles from the rain.

DUTY No. 3: Coordinates with the Purchasing Manager in helping to purchase and collecting goods or other duties that be instructed direct by the Purchasing Manager.

- Based on the direct instruction from the Purchasing Manager to collect goods or picking up the employees and other people' non- – hotel guests.

DUTY No. 4: Others

- Complies with Sun Paradise Accounting Standard Manual.
- Performs any other duties as assigned by the hotel's management.

RELATIONSHIPS

Internal : Front Office Staffs, to maintain good relationship.

External : Hotel's Guest.

Acknowledged by:

Instructed by:

Received by:

Human Resources Manager

Financial Controller

Driver



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Purchasing Clerk
Report To : Purchasing Manager
Department : Finance
Direct Subordinates :

SCOPE

Membantu Purchasing Manager dalam melaksanakan tugas – tugas seperti : memonitor dan mengontrol pembelian barang – barang serta jasa – jasa yang diperlukan hotel dengan harga yang baik, benar, ekonomis serta kualitasnya sesuai dengan standard yang dibutuhkan Sun Paradise.

PREMARY-RESPONSIBILITIES

Menyiapkan harga pembandingan dan menunjuk Pemasok.

Mem-follow up pemesanan barang baik yang dipesan melalui Purchase Order maupun melalui Daily Market List serta memastikan semua barang – barang yang dipesan dapat dikirim ke hotel tepat waktu.

Bersama dengan Purchasing Manager melakukan Market Survey.

Mem-follow up dengan Pemasok terhadap barang – barang pesanan yang belum dikirim untuk mengingatkan bahwa harus dikirim tepat waktu.

Mem-follow up Purchase Request yang masuk ke Purchasing dan segera dilakukan proses pemesanannya.

Menyiapkan Purchase Order agar dapat ditandatangani oleh Purchasing Manager dan Sun Paradise Management.



JOB DESCRIPTION (Purchasing Clerk Lanjutan)

Mematuhi Policy & Procedures Sun Paradise dengan menjalankan di Purchasing Department dengan konsisten.

Menjalankan tugas – tugas lainnya yang diberikan oleh Management Sun Paradise.

Diketahui oleh:

Diinstruksikan oleh:

Diterima oleh:

Human Resources Manager

Purchasing Manager

Purchasing Clerk



JOB DESCRIPTIONS

ORGANIZATION-STRUCTURE

Job Title : Buyer
Report To : Purchasing Manager
Department : Finance
Direct Subordinates :

SCOPE

Menjalankan tugas pembelian barang – barang keperluan operasional hotel atas perintah dari Purchasing Manager dan bertanggung jawab terhadap barang – barang yang dibelinya telah sesuai dengan standard Sun Paradise, kualitasnya, ukurannya, warnanya serta kualifikasi khusus yang telah ditetapkan oleh Management Sun Paradise cq. Purchasing Manager.

PREMARY-RESPONSIBILITIES

Menjalankan perintah pembelian barang – barang keperluan hotel atas perintah Purchasing Manager dan Management Sun Paradise.

Memastikan bahwa barang yang dibelinya sudah sesuai dengan standar serta kualifikasi yang diminta oleh Management Sun Paradise.

Mengambil barang yang telah dipesan oleh hotel dan memeriksa barang sebelum dibawa ke hotel dalam keadaan baru dan tidak cacat atau rusak.

Memastikan jumlah barang yang dibeli maupun diambil telah sesuai dengan pemesanan.

Membuat laporan pembelanjaan harian pada saat akhir tugas dan memberikan langsung kepada Purchasing Manager dengan segera.



JOB DESCRIPTION (Buyer Lanjutan)

Mengembalikan kelebihan uang tunai segera ke Purchasing Manager sesaat setelah tugas pembelian selesai setiap hari.

Mengemudikan kendaraan hotel dengan penuh tanggung jawab, serta mengecek kelayakkan kendaraan dan memelihara kebersihan kendaraan.

Mematuhi Policy & Procedures Sun Paradise dengan menjalankan di Purchasing Department dengan konsisten.

Menjalankan tugas – tugas lainnya yang diberikan oleh Management Sun Paradise.

Diketahui oleh:

Diinstruksikan oleh:

Diterima oleh:

Human Resources Manager

Purchasing Manager

Buyer