

We Are HIRING

Location: San Ignacio



ACCOUNTS COORDINATOR

Interested persons can submit their application via email along with two professional recommendation letters (*preferably one from a most recent employer*) with a copy of a Police Record/Receipt to:

Email: hrehiddenvallleyinn.com
Place in Subject: Accounts Coordinator

GREAT BENEFITS INCLUDE:

Health care, on-site upgraded staff housing, staff canteen, ongoing training, positive work environment

Join our team

JOB VACANCY: Accounts Coordinator

Location: San Ignacio

JOB SUMMARY

The Accounts Coordinator is responsible for overseeing the daily financial operations of the lodge, ensuring accuracy and efficiency in all accounting tasks. This role includes managing accounts payable and receivable, preparing financial reports, overseeing payroll, and ensuring compliance with tax regulations. The Accounts Coordinator will work closely with management to provide insights that aid in decision-making and ensure the lodge's financial health.

QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, or a related field.
- Minimum of 5-years accounting experience in the tourism industry, preferably with a hotel.
- Strong knowledge of financial accounting systems (experience with Cloudbeds preferred).
- Proficiency in Microsoft Office Suite, especially Excel.
- Excellent communication, analytical, and problem-solving skills.
- Ability to project manage and understand balance and deadlines.

RESPONSIBILITIES

- Oversee daily accounting functions, including accounts payable, accounts receivable, and payroll processing.
- Ensure accurate and timely preparation of financial reports, budgets, such as balance sheets, income statements, and cash flow statements.
- Supervise the preparation and filing of tax returns, ensuring compliance with all local and national regulations.
- Manage and track inventory counts and fixed assets.
- Conduct regular audits to ensure financial controls are in place and adhered to.
- Collaborate with departments to ensure effective budget management and cost control.
- Train, and develop the accounting team to maintain a high level of performance.
- Monitor the financial impact of sustainability initiatives and provide reports on cost savings or expenditures related to eco-friendly practices.
- Work closely with management to provide insights and recommendations based on financial data to help guide business decisions.
- Assist with the development and implementation of accounting policies and procedures.

KNOWLEDGE & SKILLS

- Strong understanding of accounting principles, financial reporting, and tax laws.
- Proficient in accounting software and financial tools.
- Detail-Oriented: High attention to detail and accuracy in financial records and reporting.
- Strong analytical skills to identify issues and implement effective solutions.

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Email: hr@hiddenvalleyinn.com
Deadline to apply: Until the position is filled
Place in Subject: Accounts Coordinator