

THE BENSON

PORTLAND

A COAST HOTEL™ ©

Our Portland, Oregon hotel is looking to fill an accounting position with responsibilities surrounding accounts receivable. We are looking for someone who is outgoing, has a pleasant demeanor, enjoys working in a team atmosphere and can provide excellent customer service.

This position will provide financial, clerical and administrative services to ensure efficient, timely and accurate payment of accounts receivable. This position is also responsible for production of the daily sales & labor report, assistance with payables (as needed) and other duties as maybe requested from time to time.

Job Duties (including but not limited to):

- Processing accounting receivables and incoming payments in compliance with Benson Hotel financial policies and procedures
- Maintain up-to-date billing system
- Generate and send out invoices
- Follow up on, collect and allocate payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Perform account reconciliations
- Monitor customer account details for non-payment, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate age analysis
- Review AR Aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash, etc.
- Process credit card payments
- Prepare bank deposits
- Investigate and resolve customer inquiries
- Process adjustments
- Develop a recovery system and initiate collection efforts
- Communicate with customers via phone, email, mail or personally
- Assist with month-end closing
- Collect data and prepare monthly metrics

Experience

- Proven working experience as accounts receivable clerk, accounts receivable manager or accountant knowledge & experience with office administration and procedures
- Solid understanding of basic accounting principles, fair credit practices and collection regulations
- Proficiency in English and in MS Office
- Knowledge of general bookkeeping procedures
- Knowledge of general accounting principals
- Proficient in relevant computer software
- Knowledge of regulatory standards and compliance requirements
- Hands-on experience in operating spreadsheets and accounting software
- 1-3 years accounts receivable and general accounting experience

- Attention to detail and accuracy
- Good verbal and written communication skills
- Organizational skills
- Information management
- Problem analysis and problem solving skills
- Team oriented but can work well alone
- Customer service skills
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills

This is a salary non-exempt position. \$30-40,000/Annual Salary DOE. Pre-employment drug screening and background check are required.

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Please be sure to put "Accounts Receivable" in the subject line when you submit your resume and references to:

Human Resources

Benson Hotel

Email: careers@bensonhotel.com

Coast Hotels is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted.

Join us and be part of an exciting place to work!