

Accounts Payable, The Westin Excelsior amp The St.Regis Florence



Luogo **Toscana, Firenze**
<https://www.annunci.it/x-665287-z>

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 10 pounds without assistance. Perform other reasonable tasks as required to safely and effectively maintain the working environment. Communicate effectively with team members. Respond positively to the company's other policies. Perform other reasonable tasks as required by Supervisor.

PREFERRED QUALIFICATIONS

Education: High school diploma or G.E.D. equivalent.

Related Work Experience: At least 1 year of related work experience.



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Supervisory Experience: No supervisory experience.

License or Certification: None

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At Westin, we are committed to empowering guests to regain control and enhance their well-being when they need it most while traveling, ensuring they can be the best version of themselves. To achieve the brand mission of becoming the preeminent wellness brand in hospitality, we need passionate and engaged associates to bring the brand's unique programming to life. We want our associates to embrace their own well-being practices both on and off property. You are the ideal Westin candidate if you are passionate; you are active and take pride in how you maintain your well-being; you are optimistic; you are adventurous. Be where you can do your best work, begin your purpose, belong to an amazing global team, and become the best version of you.