



HOTEL
SOLUTIONS

**LOOKING
FOR:
ACCOUNTING
CLERKS**

**ARE YOU READY TO PUT INTO
PRACTICE WHAT YOU ARE
LEARNING?**

To Apply: Send Resume and unofficial transcript to
hiring@hotelsolutions.info with the subject line:
"HS Accounting Clerk"

WHAT'S IT LIKE ?

Open Team Member Position: Accounting Clerk (Part-time):

You are an action-driven team member who loves the details that accounting brings. You enjoy learning new skills and taking what you have learned and applying it to multiple situations. You assist your team in the areas of revenue checks, cash positions, accounts payable, aging reports, and any tasks that may arise at the end-of-month financial process for your portfolio of hotels.

This position is ideal for:

- Parent's looking to get back into the workplace but needs a flexible schedule
- Students who are taking classes and need a team that works with their school schedule
- Those who have bookkeeping/accounting experience and are looking to transition to a new industry
- Individuals who are looking to start their accounting career and are looking for ways to show others what they know

Learn More at: www.hotelsolutions.info/join

WHAT TO EXPECT

Accounting Clerk Responsibilities:

- Learn the basics of the hospitality industry
- Maintain and balance daily revenue reports
- Verify and post payroll reports
- Complete bank reconciliations
- Assist with accounts payable when needed
- Create cash positions and accounts payable ageing reports
- Issue and mail payments
- Prepare and update balance sheet workpapers such as prepaid and accrual schedules
- Assist projects assigned by staff accountants

Qualifications:

- Have completed general ledger accounting class 229/2301 (Texas Academic Catalog) or
- Minimum GPR 2.5
- Proficient in Microsoft Excel

Position: Starting at \$12/ hr

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WHAT TO EXPECT

Position: Starting at \$12/ hr with Awesome Part Time Benefits

- Extreme Team Appreciation: open office, monthly coffee runs, snacks, tacos, birthday cake, plenty of music, casual attire
- Flexible Business Hours Weekday Schedules
- Simple IRA Retirement 3% Company Matching
- Monthly Team Training for continual growth and education
- Holidays Off: New Year, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas
- Opportunities for Growth and Advancement to full-time and part-time senior-level positions
- Eligible as a remote position

Qualifications:

- Have completed or pursuing general ledger accounting class 229/2301 (Texas Academic Catalog) or bookkeeping/ accounting experience
- Minimum GPR 2.5
- Proficient in Microsoft Excel

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Working at Hotel Solutions has helped me so much with my professional career! It's such a great environment to learn new skills and challenge myself every day!

*-Miranda Wenske '22
Accounting, TAMU*

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HOTEL SOLUTIONS NEEDS YOU.

Who We Are:

At Hotel Solutions we partner with small hotel management companies to provide high-level accounting & bookkeeping services through accurate financial statements and efficient communication. Our goal is to remove the overwhelm and stress of financial uncertainties and give hotel owners and managers the peace of mind & ability to focus on the big picture.

We work alongside the General Managers of hotels and teach them how to be a proactive role in the accounting of their hotel - resulting in higher profit margins, empowered teams, and more positive hotel cultures - simply from our ability to encourage, support, and invest our time and efforts in their financial needs.

We are in business to change the face of Accounting - showing our clients and those around us that accountants are valuable assets to any business. We take pride in changing hotels from the inside out, which then positively impacts the lives and communities of all those we meet.

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