

JOIN OUR TEAM



Chief Accountant (PC 302 – Hotel Sector)

YOUR ROLE

As an Accounting Officer within our hotel, you will be responsible for the daily management of accounting operations related to hotel activities. You will work closely with management and various departments (front office, food & beverage, housekeeping, etc.) to ensure accurate and efficient financial management.

YOUR RESPONSIBILITIES

- Posting purchase and sales invoices
- Recording bank statements and monitoring payments
- Controlling and reconciling daily revenues (rooms, restaurant, bar)
- Monitoring cash flow and billing systems (PMS, POS)
- Managing customer accounts (individuals and corporate) and handling disputes
- Following up on suppliers and payments
- Monthly and annual closings; preparing and justifying year-end entries in coordination with management, the external accountant, and auditors
- Preparing tax declarations (VAT, city taxes)
- Producing monthly financial reports
- Reconciling and consolidating balance sheet accounts
- Cost analysis and monitoring of hotel financial indicators
- Supporting the external accountant and auditors
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YOUR PROFILE

- Degree in Accounting (Master's or Bachelor's with relevant experience)
- Previous experience in a similar role within the hotel industry is a plus
- Strong knowledge of Excel and accounting software
- Familiarity with hotel PMS systems (e.g. Opera, Fidelio) is an asset
- Accuracy, organizational skills, and attention to detail
- Discretion and reliability
- Ability to collaborate across departments
- Fluency in French and English is essential; any additional language (Dutch) is a plus

WHAT WE OFFER

- A dynamic working environment within a hotel setting
- A versatile role with direct impact on hotel operations
- A 38-hour work week, Monday to Friday
- A professional and friendly team (2 colleagues)
- A salary package in line with PC 302 and your experience
- Benefits: meal vouchers, eco vouchers, supplementary hospitalization insurance, pension plan, etc.

**INTERESTED?
PLEASE SEND YOUR CV AND
COVER LETTER TO:
CORINE.DEROY@LEPLAZA.BE**