



NOTICE

JOB OPPORTUNITY

POSITION TITLE: FINANCIAL MANAGER

NUMBER OF OPENINGS: ONE (1)

DUTIES

- **Financial Reporting and Management:** Prepare accurate monthly financial statements, including income statements, balance sheets, and cash flow statements. Ensure timely reporting and analysis of financial data to senior management for decision-making
- **Budgeting and Forecasting:** Develop and manage the hotel's annual budget process, including forecasting revenue and expenses, to ensure financial targets are met or
- **Accounts Payable and Receivable Management:** Oversee the accounts payable and receivable functions to ensure timely processing of invoices and collections, maintaining
- **Payroll Processing:** Supervise payroll processing to ensure accurate and timely compensation of employees, including compliance with tax and benefit regulations.
- **Internal Controls and Compliance:** Establish and maintain internal controls to safeguard financial assets of the hotel. Ensure compliance with local, state, and federal laws and regulations related to financial and tax reporting.
- **Audit Coordination:** Coordinate with external auditors for the annual audit process, ensuring all financial records and statements are in accordance with Generally Accepted Accounting Principles (GAAP).
- **Financial Analysis and Advice:** Provide financial analysis and guidance on profitability, revenue enhancement, cost reduction, and financial risk mitigation.
- **Cash Management:** Oversee cash management strategies, including cash handling, deposits, and bank reconciliations, to optimize the hotel's cash position.

REQUIREMENTS:

- Bachelor's degree in Accounting (may be foreign equivalent)
- 60 months of experience in Finance

RATE PAY: \$98,197.00/ Yearly

Interested applicants, please send resume to:

GUAM TUMON COMPANY LLC

Attn: Andrew Park, Vice President

1000 Pale San Vitores Rd Tamuning, GU 96913

Email Address: andy@hoteltano.com

20 CFR §656.10(d)

This notice is being provided as a result of the filing of applications for permanent alien labor certification for the relevant job opportunity. Any person may provide documentary evidence bearing on the application to:

Certifying Officer
U.S. Department of Labor
Employment and Training Administration
Office of Foreign Labor Certification
200 Constitution Avenue NW
Room N-5311
Washington DC 20210