



Employee Requisition Form

Position to Be Filled: Hotel Analyst

Purpose: Responsible for monitoring, reporting, and planning to maximize revenues and ensure best efficiencies concerning labor usage and spending for all Hotel and Retail Departments. Will identify KPI for each area and the tools needed to monitor and analyze. Will work with department managers to ensure success in revenue maximization and efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for designing, coordinating, implementing, and monitoring operations reporting, productivity analysis, variance analysis and forecasting revenues and rooms for the Hotel Division Operations.
Reviews best practices for hotel operations and monitors efficiencies in labor, expenses, and capital projects for the Hotel Division.
Conduct observations of control Procedures, identifying all material weaknesses.
Conducts follow-up examinations to determine corrective action.
Coordinates audit activity with Internal Audit, Accounting, and external auditors.
Review and Manage Revenue Management system and responsible for month to month and long-term pricing strategies for the Hotel Division.
Monitor inventory yielding and creating processes to maximize participation in allocating and pricing inventory correctly that is delegated to operating departments.
Creates plans to help with efficiencies in CPOR (Cost per Occupied Rooms) for the Tachi Hotel/Sequoia Inn and COG (Cost of Goods) for retail.
Review efficiency and revenue opportunities with each department manager and develop annual goals and action plans for each.
Develop tools to monitor and analyze KPI identified by the property to maximize revenues and efficiencies in labor/spending for each department within the hotel division.
Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
2-3 years accounting or auditing experience; hotel experience in an analytical role could be substituted for educational requirements.
Higher education certificate or degree in accounting or business preferred.
Any other duties as assigned.

Reports To: Director of Hotel Operations
Approximate Hours: Full Time
Filling Deadline: Open Until Fill

