



# Bookkeeper

## Job Description

**Department:** Administration

**Reports To:** General Manager

**Location:** Killeen Castle, Dunsany, Co. Meath

**Employment Type:** Full-Time

**Salary:** Competitive, DOE.

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### Position Summary

The Bookkeeper at Killeen Castle estate is responsible for managing the day-to-day financial transactions of the hotel & golf operations, ensuring accurate recording, reconciliation, and reporting. This role supports smooth financial operations by maintaining organised accounting records, processing payments, monitoring revenue, and assisting with month-end closings. The bookkeeper plays a key role in safeguarding the hotel's financial integrity and supporting management with timely financial information.

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### Key Responsibilities

#### Daily Accounting Operations

- Record daily financial transactions, including income, expenses, and deposits.
- Post and reconcile daily hotel revenue from PMS, POS, and credit card systems.
- Verify accuracy of front desk and night audit reports.
- Maintain accounts payable (AP) ledger.
- General Revenue centre cash management
- Process creditor invoices, ensuring proper documentation and approvals.

#### Banking & Reconciliation

- Prepare daily bank deposits and maintain accurate cash records.
- Reconcile bank statements, credit card statements, and cash drawers.
- Resolve discrepancies with front office, vendors, or department managers.

#### Payroll & Employee Records

- Assist with payroll preparation and data extract to a 3<sup>rd</sup> party payroll services provide.
- Maintain accurate employee hours, benefits, and payroll adjustments via Alkimii Time management system.



### **Financial Reporting**

- Assist in preparing monthly financial statements and reports.
- Support month-end and year-end closing procedures.
- Maintain organised and up-to-date financial files for auditing.

### **Compliance & Audit**

- Maintain compliance with hotel policies, local regulations, and accounting standards.
- Assist with internal and external audits as required.
- Safeguard confidential financial information.

### **Communication & Coordination**

- Coordinate with department heads to collect receipts, invoices, and financial data.
- Communicate with vendors regarding payments or billing issues.
- Support management with ad-hoc financial tasks and analysis.

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## **Qualifications**

- Diploma or equivalent accounting certification required
- Proven bookkeeping or accounting experience (hospitality experience preferred)
- Strong knowledge of accounting principles and reconciliation processes.
- Proficiency with accounting software and hotel systems (PMS/POS).
- Strong attention to detail, accuracy, and organisational skills.
- Excellent communication and problem-solving abilities.
- Ability to always maintain confidentiality.

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## **Working Conditions**

- Office-based role within the hotel environment.

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## **Competencies**

- Integrity & Confidentiality
- Time Management
- Financial Accuracy
- Dependability
- Interdepartmental Collaboration

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To apply: Please send your CV and a short cover email outlining your suitability for the role to [hr@killeencastle.com](mailto:hr@killeencastle.com). Applications will be reviewed on an ongoing basis until the position is filled.