

GRAND CAYMAN

CAYMAN ISLANDS

Position: Accounts Receivable**Reporting Relationship:** Director of Finance**Location:** ONE GT, Grand Cayman - Goring Avenue Grand Cayman, Cayman Islands KY1-1105**Work Type:** 100% On-Site

Position Summary: The Accounts Receivable Clerk at ONE GT, Grand Cayman will play a key role in supporting the hotel's financial operations through the accurate and timely management of guest and client accounts. This position is responsible for generating invoices, posting payments, reconciling accounts, and maintaining precise records to ensure all receivables comply with corporate policies and internal controls. The Accounts Receivable Clerk will monitor outstanding balances, follow up on overdue accounts, and resolve billing discrepancies with professionalism and attention to detail. This role also contributes to month-end closing by ensuring receivables are current and reconciled, collaborates with the finance team to support reporting and analysis, and helps safeguard the hotel's assets through consistent, reliable financial practices.

About ONE GT (Grand Cayman): Expected to open by the end of 2025, ONE GT is Grand Cayman's premier luxury urban residential resort. Located in the heart of George Town, our 10-story landmark features the island's only rooftop infinite-edge pool, high-end dining options, a pastry café, and stunning 360-degree views. The resort is steps away from luxury shopping, gourmet dining, and cultural landmarks, offering a seamless balance of productivity and relaxation. ONE GT has been awarded the 5-star winner and nominee for several regional awards and won Best Hotel Architecture Cayman Islands and Best New Hotel Construction & Design.

About Remington Hospitality: ONE GT, Grand Cayman is managed by Remington Hospitality. When you build a career at Remington, you achieve success, growth, and friendships. We offer endless opportunities and so many reasons to stay with us. As a team, we roll up our sleeves to take care of our guests and celebrate success together. Expectations are clear, collaboration is encouraged, and opportunity is there-if you reach for it. Come join us and succeed in our dynamic culture where you are valued and appreciated.

Core Responsibilities:

- Ensure the hotel's Accounts Receivable function is administered accurately and effectively, with a focus on timely invoice generation, posting of payments, and account management.
- Maintain proper internal controls in the receivables process to safeguard hotel assets, prevent errors or misapplied payments, and ensure guest and client accounts remain current.
- Adhere to corporate policies and procedures for billing, payment application, and record retention, reporting any deviations to the Finance Manager or General Manager.
- Verify and reconcile customer accounts on a regular basis, resolving discrepancies promptly and maintaining positive client and guest relationships.
- Assist with budget preparation by providing accurate revenue data and analysis of receivables trends to department heads.
- Provide accounts receivable reporting and analysis to support management decision-making as directed by the Finance Manager or General Manager.
- Support month-end closing by ensuring all payments are posted, outstanding balances reconciled, and receivables are accurate.
- Participate in team meetings and collaborate with other departments to ensure smooth operations.
- Actively collaborate with and monitor the Front Office or Sales teams to ensure all invoices, credit notes, and payments are accurate and applied correctly.

P. +1.345.946.6348 | ONEGT.COM

63 Goring Avenue | George Town | Grand Cayman | Cayman Islands | KY1-9006



Knowledge, Skills, and Competencies:

- Minimum 2 years' experience in accounting, with direct hands-on experience in Accounts Receivable; hospitality industry experience preferred.
- Strong working knowledge of invoicing, customer account reconciliation, and general ledger coding.
- Familiarity with accounting and property management systems such as QuickBooks, SUN, Opera, or similar.
- Exceptional attention to detail and accuracy in processing financial data.
- Strong organizational and time management skills, with the ability to prioritize and meet deadlines.
- Proficiency in Microsoft Excel, Word, and accounting software for reporting and analysis.
- Ability to work independently while maintaining collaboration with finance and operational teams.
- Solid analytical and problem-solving skills, with a focus on resolving customer account and payment issues efficiently.
-

Additional Requirements: This job description is not an exhaustive list of all job functions required for this position. Additional duties may be assigned as needed based on business demands.

Preference will be given to Caymanians and Permanent Resident Holders (P.R. & RERC Holder)

