

**Position:** Accounts Payable

**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 Payable Clerk at ONE GT, Grand Cayman will play a key role in supporting the hotel's financial operations through the accurate and timely processing of vendor invoices and payments. This position is responsible for maintaining precise records of payables, verifying and coding invoices, reconciling vendor statements, and ensuring all disbursements comply with established policies and standards. The Accounts Payable Clerk will handle data entry and payment processing with strong attention to detail, while upholding the highest levels of integrity and confidentiality. This role also supports month-end closing activities, collaborates with the finance team, and contributes to the hotel's reputation for operational excellence and financial reliability

**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.

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### Core Responsibilities:

- Ensure the hotel's Accounts Payable function is administered accurately and effectively, with a focus on timely invoice processing, coding, and payments.
- Maintain proper internal controls in the payables process to safeguard hotel assets, prevent duplicate or unauthorized payments, and ensure vendor accounts remain current.
- Adhere to corporate policies and procedures for invoice approval, payment authorization, and record retention, reporting any deviations to the Finance Manager, General Manager.
- Verify and reconcile vendor statements on a regular basis, resolving discrepancies promptly and maintaining positive vendor relationships.
- Assist with budget preparation by providing accurate expense data and analysis of payables trends to department heads.
- Provide accounts payable reporting and analysis to support management decision-making as directed by the Finance Manager or General Manager.
- Support month-end closing by ensuring all invoices are entered, accruals are recorded, and payables balances are accurate.
- Participate in team meetings and collaborate with other departments to ensure smooth operations.
- Actively collaborate with and monitor the Purchasing manager, collaborating to ensure all Credit notes and invoices are accurate before payment.



**Knowledge, Skills, and Competencies:**

- Minimum 2 years' experience in accounting, with direct hands-on experience in Accounts Payable; hospitality industry experience preferred.
- Strong working knowledge of invoice processing, vendor account reconciliation, and general ledger coding.
- Familiarity with accounting and property management systems such as QuickBooks, SUN, Opera, or other.
- 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 vendor 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)\*\**

