

# Saudi Arabia Jobs Expertini®

**Accounting/HR Clerk**

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Company: Marriott International

Location: Medina

Category: office-and-administrative-support

**Job Number** 24034796

**Job Category** Finance & Accounting

**Location** Le Méridien Medina, Khaled Bin El Waleed Road, Medina, Saudi Arabia, Saudi Arabia [VIEW ON MAP](#)

**Schedule** Full-Time

**Located Remotely** N

**Relocation** N

**Position Type** Non-Management

## Position Summary

Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information. Transmit information or documents using a computer.

Maintain accurate electronic spreadsheets for financial and accounting data. Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers. Prepare, maintain, and distribute statistical, financial, accounting, auditing, or payroll reports and tables. Complete period-end closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures. Post requisitions and document selection activities. Ensure accurate maintenance of all employee records and files. Maintain confidentiality and security of employee and property records, files, and information. Regularly coordinate employee celebrations.

Follow all company policies and procedures; ensure uniform and personal appearance is clean and professional; maintain confidentiality of proprietary information; protect company assets; protect the privacy and security of guests and coworkers. Address service needs in a professional, positive, and timely manner. Speak with others using clear and professional language; prepare and review written documents accurately and completely; answer telephones and emails using appropriate etiquette. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. Perform other reasonable job duties as requested.

*Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.*

At Le Méridien, we are inspired by the era of glamorous travel, celebrating each culture through the distinctly European spirit of savouring the good life. Our guests are curious and creative, cosmopolitan culture seekers that appreciate moments of connection and slowing down to savour the destination. We provide authentic, chic and memorable service along with experiences that inspire guests to savour the good life. We're looking for curious and creative people to join our team. If you appreciate connecting with like-minded guests and have a deep desire to create memorable experiences, we invite you to explore career opportunities

with Le Méridien. In joining Le Méridien, you join a portfolio of brands with Marriott International. **Begin** your purpose, **belong** to an amazing global team, and **become** the best version of you.

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