



Are you looking for your next big adventure? Do you have a track record of excellence, a curiosity for life, and a passion for the outdoors, authentic experiences, and local culture? If this sounds like you, this opportunity may be just what you've been looking for.

The Place:

Botánika Osa Peninsula, Curio Collection by Hilton is located on Costa Rica's South Pacific Coast, a world-class sport fishing and eco-adventure destination. Slated to open in December 2021 as Costa Rica's first fully integrated, branded residential resort and marina development, Botánika will offer guests a truly immersive rainforest experience with a wide range of guided eco-adventures. With Corcovado National Park in its 'backyard' and the Pacific Ocean in its 'front yard,' Botánika is virtually surrounded by national parks and forest reserves. Its unrivalled location makes it the perfect base camp from which to explore Costa Rica's incredible biodiversity. Guests will enjoy countless amenities, including nature trails, themed gardens, a private beach club, and access to Crocodile Bay Marina, home to the largest private sport fishing fleet in Central and South America.

The Job:

The primary role of the Director of Finance is to be the financial leader at the hotel to provide support to the operations team in the management of the resort. This role will be responsible for leading all financial activities, safeguarding of the assets, and the preparation of all financial reports for ownership and management. Along with partnering and collaborating with the operations teams to contribute ideas that strategically guide the resort, while providing accurate and timely financial information to run the business.

The Work:

- Responsible for the financial statements of the resort to ensure all month-end reports are completed and in accordance with the Uniform System of Accounts for the lodging industry, current edition.
- Including identifying variances, making recommendations for improvements as appropriate and sharing with property leadership and department leaders.
- Responsible for the preparation of the annual budget and monthly forecasts; working collaboratively with the operations team to review projections and using analytics to predict future results.



- Ensures adequate internal control to safeguard the assets of the hotel, including treasury controls around cash management, including review and release of cash for invoice payment processing by the established timeframe.
- Supervision and development of finance and accounting support staff on property.
- Ensure timely payment & filing of all taxes & fees, and vendor invoices

Qualifications:

- Bachelor's Degree in Business/Economics/Finance/Accounting or similar
- 5+ years of relevant hotel finance experience
- Strong organizational, leadership and time management skills
- Excellent analytical, verbal and written communication skills and demonstrated ability to communicate effectively
- Fluent in reading, writing, and speaking of both English and Spanish