



YBETH GURA MENDEZ

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MULTI PROPERTY DIRECTOR OF FINANCE

Skilled accounting & business professional with 13 years of experience in leading hospitality, accounting & management operations within prestigious organizations. Proven ability to manage multiple assignments & properties while meeting tight deadlines, & team management from 15-40 members. Drive financial & strategic leadership to improve profitability, short & long term plan.

In depth knowledge of financial statement analysis, profit and loss (P&L), balance sheet, cash flow, thorough understanding of financial reporting, budgeting & forecasting, debtors and creditors process and ageing analysis, inventory & purchasing, fixed asset management, payroll process, taxes, revenue, audit, control and account reconciliation. Experience in hospitality and real estate acquisition in the USA market, pre-opening & restructuring, commercial/business/corporate finance partner, hotel financial modelling/ratios, US GAAP, IFRS (hospitality), financial PowerPoint creation/presentation. Proficient in Microsoft excel and creation of financial reports and models.

Key contributions: Achieved highest GOP of 49%; highest flow-through of 210%; 95% global compliance audit; accurate monthly forecasting; maintain a low bad debt; real estate contract signing savings \$50k, acquired sponsorships from vendor up to \$25k, bank & forex investment growth rate of 7%; achieved 98% in annual employee engagement survey; contributed in driving F&B revenues by increasing covers & food cost savings; provides best practices in finance & operations in driving departmental profitability; facilitated & created finance & compliance modules and trainings; automate key processes in finance and business operations such as vendor digital payment, payroll digital time management & geo-fencing, payroll digital leave/time off approval; automatic bank reconciliation, reporting tools, digital disbursement claim/approval, digital credit card authorization, & inventory management.

Financial and Management Competencies

- Financial Reporting
- Financial Modelling/Risk Analysis
- Bank & Cash Flow Management
- Budgeting and Forecasting
- Financial Planning, Analysis & Strategy
- Project Management, Restructuring, Building Relationships
- Presentation to non-finance people
- Process optimization, digitalization and IT
- Tax Compliance & Purchasing
- Accounts Payable and Receivable
- General Accounting & Controllershship
- Acquisition, Business Support & Due Diligence
- Internal Control and Auditing
- Generating Talent & Organizational Capability

PROFESSIONAL EXPERIENCE

Multi- Property Director of Finance – 2020-2022 (layoff)

Aries Living, United States of America (130 keys, 170 keys pipeline)

- Leading pre-opening of 4 hotels entities of 130 keys (Appletree in Massachusetts, Villa Paradiso Miami Beach, Treehouse Studio Hotel Florida, Ithaca Hotel Miami Beach).
- Built and led clusters finance/accounting/purchasing team of 11-15 team members for hotel and real estate.
- Oversee real estate (apartment/villas/houses) and pipeline daily financial activities in Orlando and Puerto Rico.
- Play a key role in partnering with (owners-CEO, CRO) & GM in strategic decision making, financial planning, expansion.
- Manage system setup and digitalization (rooms, f&b, finance, purchasing, hr), build a growing team, and develop SOP.
- Review the month end closing/year end US GAAP, P&L, payroll, balance sheet, states taxes, investor K-1, 1099, insurance, entities states audit, reimbursement/purchase control/approval, entities accounts reconciliation etc.
- Manage annual operating budget, business plan, monthly forecast, rolling cash flow, capex plan & reporting models.
- Establish robust financial control & compliance, lead monthly P&L & financial presentation to owners and investors.
- Work with the owners in providing financial expertise in acquisition & pipeline in Puerto Rico & Tennessee by conducting due diligence with lawyer and third parties, create financial models, KPI's, and bank loan funding.
- Work collaboratively with the operations in developing business ideas & initiatives for business enhancement, revenue strategy, cost optimization, marketing, and automation processes.
- Develop best practices and control procedures in accounting, operation, purchasing and influence the leadership team across properties for processes, managing cost, and financial positioning.
- Ensure ongoing negotiation with the suppliers in order to improve credit terms, build strategic relationships with the business partners, third parties and manage bank relations.

Multi-Property Deputy Director of Finance, 2019-2020

The Ritz Carlton and JW Marriott, Jakarta, Indonesia (670 rooms, 13 F&B outlets)

- Leading 40 Indonesians in finance/accounting departments, driving end to end financial performance inclusive of monitoring financial performances, daily revenue, credit control, payables, payroll, investment management, taxes, inventory, company assets & provide excellent leadership by assigning team members accountability.
- Manage, control, authorize, & streamline accounting, financial process & daily operations.
- Deliver timely of high quality financial & operational reports, management reports, cash flow projections, capex, opex and create standard analysis sheet & tools that enable management, stakeholders, regional & Asia Pacific to review.
- Coordinate the annual budget, annual business plan, monthly forecast and monitor closely the actual performance.

- Manage monthly closing of the books, P&L, balance sheet, and provide discrepancy resolution.
- Lead monthly P&L properties meeting and financial presentation.
- Manage the system set up and integration, general ledger entries, bank reconciliation & balance sheet.
- Review, update credit and collection policy, plan and initiate strategy for collections.
- Anticipating and delivering on the needs of key stakeholders, general manager and directors.
- Managing and conducting human resource activities, creates appropriate development plans to team members.

Finance Manager/Assistant Finance Manager, 2017-2018
Jumeirah Group, Maldives (90 Villas, 9 F&B outlets)

- Managing finance/accounting and procurement department of 16 team members, driving end to end accounting process ranging from credit control, payable, daily revenue, asset management, procurement & inventory, general ledger, banking & treasury, international compliance & audit, ensure that they are duly authorized and free from misstatement.
- Monitor and analyze accounting data, produce timely & high quality financial reports, monthly cash flow & 5 years plan.
- Assist in monthly P&L review and financial presentation to drive cost reduction opportunities and achieve sales goals.
- Timely delivery and coordination of yearly budget, monthly forecast, regional financial & operational performance reports and models for business support to management, stakeholders, corporate office and Middle East regional team.
- Manage monthly closing of the books, balance sheet, trial balance etc.in accordance of USALI and IFRS.
- Adequate review of payroll, service charge, management fees & government taxes such as GST, WHT, & VAT.
- Lead monthly credit meeting, collection follow up, credit review and analysis.
- Provide auditors audit requirements in completion of global and regional audit, coordinate audit process to departments and management.

Financial Accountant/Accounts Payable Officer, 2014-2017
Centro Sharjah and Amwaj Rotana, UAE

- As FA, responsible for acquiring in depth knowledge of finance policies, relevant accounting standards, reporting and UAE taxes in order to ensure timeliness, completeness and reliability of management and financial reports.
- Manage and lead monthly closing of the books and timely financial reports in accordance with USALI and IFRS.
- Review and reconcile general ledger, bank accounts, P&L and ensure they are complete, reliable and faithfully represent the financial position.
- Adequate review of receiving reports, invoices, expenses, payments, bank and cash, monthly payroll and service charge.
- Ensure that the internal controls are functioning in an orderly, coordinate with auditors for audit completion.
- As AP, keeping track of all payments and expenditures, purchase orders, invoices, statements, etc.
- Process and ensure payment to vendors are deliver within the credit terms.
- Prepare analyses of accounts, produce monthly reports and respond to all vendors and intercompany enquiries.

Accountant, 2012 - 2014
Millennium Hotel Doha, Qatar

- Verifying and reconciling invoices and ensure LPO's and purchase requests are all approved.
- Processing cheque request, bank transfer, and allocating cost according to hotel chart of accounts.
- Reconcile accounts payable aged analysis and ensure that the analysis is in balance with the general ledger.
- Work alongside with Chief Accountant in managing general ledger, accounting and monthly financial reporting.
- Work alongside with purchasing manager to resolve all advance payment to vendors.
- Manage hotel treasury, monitor foreign exchange rate, cash collections, banking, and ensure daily cash reconciliation.
- Manage monthly end to end payroll processing, vacation and employees final settlement.

Payroll Specialist and Project Consultant, 2009-2012
P&A Grant Thornton Philippines

- Manage 10 international & 5 local clients in delivering payroll, payroll banking, taxation, statutory filing, audit & projects.
- Develop strategic plans, provide project parameters, determine project resources, and communicate with the clients any needs and results.

Education and Professional Qualifications

MBA in Finance, Switzerland
 Bachelor of Science in Business Administration, Philippines
 Management Accountant, Dubai (ICMA)/ CMA USA Finalist
 Six Sigma Green Belt
 CPD Diploma in Strategic and Risk Management

Technical Proficiencies

SAP | Oracle | ERP Peoplesoft | JD Edwards | Sun System 4-6 | Sunsystem Vision | Hyperion | EPBCS Module | Opera | Materials Control | Birchstreet | FBM | Micros | Lightspeed | Quickbooks | Xero | M3 Accounting | StayNTouch | Bevspot Inventory Management | Sevenrooms | ADPI Bbot | OTA Insight | Revinate | Bayan Payroll System | Fusion Payroll System | Paytrax Payroll System | Advance Microsoft Excel, Word & Powerpoint