

**POSITION DESCRIPTION**

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**JOB TITLE:** Manager, Analytics & Asset Management (Full-Time)

**DEPARTMENT:** Corporate

**REPORTS TO:** TBD

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**ESSENTIAL PURPOSE:** Financial analysis and asset management of JC Resorts' hotel properties. Accurately and timely generate analytical reports and communicate recommendations regarding revenue generation, cost savings opportunities and return on investments.

**ESSENTIAL DUTIES:**

- Track, analyze and report on the performance of all revenue generating activities, providing recommendations and/or proposing new initiatives and development opportunities in support of the company's goals.
- Track, analyze and report on the efficiency of all spending, providing recommendations and/or proposing new initiatives and development opportunities in support of the company's goals.
- Evaluate acquisition opportunities, focusing on subject financial performance, competitor performance, opportunities for subject property improvement and location specific market data. Create forward looking pro forma models incorporating risk analysis and sensitivity.
- Produce a detailed monthly asset management report, covering all financial aspects of each property's performance. Propose and assist with the implementation of plans to improve results.
- Improve and automate daily, weekly and monthly financial reports. Create meaningful KPI dashboards for senior executives.
- Assess property labor productivity and labor management standards. Collaborate with operational managers to enhance results.
- Analyze trends in Leisure and Group booking pace and related statistics. Verify that sales goals are right sized based on market demand.
- Identify hotel trends with respect to competitors, staying current on market trends, promotions, rates, programming and overall benchmarking.

- Evaluate property forecasts, occupancy and rate trends by utilizing internal data, STR information and other available reports.
- Work with Accounting to improve monthly and annual forecast accuracy.
- Develop a long-term capital plan for each property, focusing on the adequacy of capital reserves to cover annual capital needs and renovations.
- Create return on investment analyses for capital improvements, renovations and ad hoc projects.
- Evaluate cost of sales (both food & beverage), vendor pricing and outlet and banquet menu pricing.
- General financial analysis supporting executives as needed.
- Analyze corporate and property contracts, leveling and comparing bids.
- Follow all policies and procedures of JC Resorts LLC.
- Immediately report all suspicious occurrences and hazardous conditions.
- Maintain the cleanliness and safety of work areas at all times.
- Practice safe work habits at all times, to avoid injury to self and others.
- Comply with company and departmental safety rules and regulations, including the proper handling of all relevant equipment.
- Attend all mandatory meetings as directed.
- Perform other tasks, including cross-training, as directed.

**JOB KNOWLEDGE & EDUCATIONAL LEVEL:** Bachelor's degree in Finance, Accounting or related field and at least five years of relevant experience required. MBA a plus. English fluency required, including proficiency in both oral and written communication. Must be computer literate. Prior hotel/resort experience required.

**SKILLS AND APTITUDES:** Detail oriented. Organized and efficient. Ability to work under pressure. Highly proficient in Microsoft Excel and Word. Ideal candidate learns quickly and understands complex financial analysis and modeling. Strong verbal communications skills. Courteous, friendly, and professional manner. Good team player. Able to work productively with little supervision. Trustworthy and reliable.

**WORKING CONDITIONS:** Works indoors throughout shift in small, temperature-controlled,

clean, and well-lighted office area. Extensive facility.

**PHYSICAL DEMANDS:** Sits at desk approximately 90% of shift. Stands/walks approximately 10% of shift. Uses of personal computer approximately 90% of shift, daily.

**IMPACT OF DECISION:** Decisions directly impact customer relations, bottom line profitability, and the hotel's ability to control cash flow. Poor decisions may result in customer dissatisfaction and loss of revenues, due to lack of follow through, inaccurate or inefficient work, unsafe work practices, or improperly handled customer service situations.

**GENERAL:** Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

**JOB CLASSIFICATION:** The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

**NON-EXEMPT POSITION:** Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

**AT-WILL EMPLOYMENT:** The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

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Employee's name (please print)

\_\_\_\_\_  
Employee signature

Date: \_\_\_\_\_