



Cardo Hotels – Accounting Supervisor

About Cardo Brussels

Cardo Hotels, the new lifestyle hotel brand, has opened the doors to its second property, located in Brussels. Cardo Brussels, a member of Marriott Bonvoy and the Autograph Collection, perfectly embodies the spirit of Belgitude, a subtle blend of charm, humor and authenticity that reflects the soul of the city and its people.

Located on Place Rogier, one of the most vibrant districts of the capital, the hotel invites guests to dive into a colorful, playful and satirical atmosphere that celebrates Belgian creativity and humor.

Every space, every room, every corner of the hotel stands out with a design where Belgian art and culture are omnipresent. Bold pops of color, decor inspired by local traditions and witty satirical touches add a quirky and fun twist, all while remaining warm and welcoming.

From its restaurants to its 1,500 m² of flexible event spaces, the hotel offers places to meet, create, laugh and enjoy, while also allowing guests to reconnect with themselves in a truly unique setting. It's a place where lifestyle meets lightness and work becomes a pleasure, all wrapped in a lively, unmistakably Belgian atmosphere.

Key responsibilities

- 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
- 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 computer systems
- 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
- Follow all company policies and procedures; ensure personal appearance is clean and professional
- Maintain confidentiality of proprietary information
- Protect company assets; protect the privacy and security of guests and co-workers
- Address guests' 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

- Develop and maintain positive working relationships with others; support the team to reach common goals; listen and respond appropriately to the concerns of other employees
- Perform other reasonable job duties as requested by Supervisors

Just some requirements

- Bachelor's degree in Accounting, Finance or a related field, or equivalent professional experience
- Minimum 2-3 years of experience in an accounting role, ideally within a hotel or hospitality environment
- Proficiency in accounting/PMS systems (Opera is a plus) and advanced Excel skills
- Fluent in English and French
- Strong attention to detail, analytical mindset and ability to meet deadlines
- Comfortable working in a fast-paced hotel environment with evolving priorities
- Knowledge of the hospitality industry is a plus

Working conditions

- Permanent contract (CDI) — full time
- Standard office hours, with occasional flexibility as required by business needs
- Full reimbursement of STIB/SNCB public transport pass
- Meal vouchers of €10/day worked, eco-vouchers
- Hospitalisation insurance
- Access to internal training and Marriott opportunities

<http://cardohotels.com/>