

ABSTRACT

Hanifah Pagar Alam (2022021037)

AKTIVITAS KERJA PROFESI SEBAGAI FINANCE DI FOUR POINTS BY SHERATON JAKARTA, THAMRIN

This internship was carried out at Four Points by Sheraton Jakarta, Thamrin. Over a period of six months, the Finance division in the Income Audit/Account Receivable position aimed to understand the process of monitoring and recording daily financial transactions, as well as managing the company's receivables. The main activities included verifying daily revenue reports, reconciling system data with physical documents, creating invoices, and monitoring customer payments. The intern was also involved in the collection process and accounts receivable reporting. During the internship, the student gained in-depth knowledge of the workflows in Income Audit, Account Receivable, Account Payable, and Purchasing, highlighting the importance of accuracy in financial recording and analysis. The results of the internship show that the roles of Income Audit and Account Receivable are crucial in maintaining the accuracy and integrity of the company's financial data. In addition to improving technical skills, this experience also strengthened the intern's understanding of accounting and finance theories learned at the university.

Keywords: Income Audit, Account Receivable, Night Report Audit, Invoice, Four Points by Sheraton Jakarta