

Job Description

Title: Night Auditor

Reports to: Donna Piercy

Essential Duties and Responsibilities:

- Compile day end business for front desk and resort departments. (Bookkeeping and accounting procedures including computer and paperwork)
- Prepare for email distribution daily, weekly, and monthly reports to general manager and department managers
- Respond to phone and email inquiries, process reservations via phone, Web IQ, and email
- Delegate housekeeping reports, aid public safety to resolve guest complaints and/or services and other front desk duties as required
- Knowledge in resort and area information
- Business and cash reports
- Reservations
- Switchboard (PBX)
- Assign units on and offline, ready keys and printing registration forms for next day's arrivals
- Maintain compliance with all company policies and procedures

Night Auditor Qualifications:

- High school diploma or GED required
- Previous hotel front desk, hospitality, guest services or audit experience preferred, but not required
- Requires a flexible schedule that allows for overnight shift hours
- Must be computer proficient; experience with reservation software or accounting is a bonus
- Excellent customer service and communication skills are required

Print Employee Name: _____

Employee Signature: _____ Date: _____