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# Example of Night Audit Job Description

Our growing company is looking to fill the role of night audit. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for night audit

* Performs all other duties as directed by immediate supervisor
* Other Department related duties as become necessary
* Answer all phone calls from guestrooms, outside lines, and internal call with proper telephone etiquette
* Assign room to guest request and preference whenever possible
* Provide all guests with overview of hotel and amenities
* Process all payments types charges, cash, checks, debit or credit cards
* Discreetly handle confidential guest information
* Run daily reports and check for accuracy
* Complete shift checklist
* Taking walk-in reservations during shift

## Qualifications for night audit

* Strong communication skills – must be able to speak, read, write and understand English and Spanish, German would be a plus
* Must be willing to work a night schedule
* Knowledge Opera system will be a plus
* Three to five years of previous customer service experience in a 5\* Hotel preferred
* Must be able to work over night, weekends, and holidays
* Must be able to work weekends and holiday