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# Example of Night Audit Job Description

Our innovative and growing company is hiring for a night audit. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for night audit

* Handling, directing, and responding to guest inquires
* Communicating effectively with other personnel and departments to ensure that guest needs are met
* Accurately handle credit cards, cash and check transactions
* Process Night Audit Procedures
* Coordinate with Bell staff to issue guest amenities (bike/kayaks/gifts/deliveries, shuttle runs to town, etc)
* Knowledge of Boothbay Harbor and surrounding area
* Manage the late check- ins
* Perform nightly accounting
* Address staff and guest requests
* Follow and review night audit check lists

## Qualifications for night audit

* Must have the ability to follow direction and a willingness to learn
* Must meet standards of cleanliness, employee satisfaction, productivity, safety and guest comfort and satisfaction standards as established by the Company
* Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Company, including evening, nights and weekends
* Upon employment, all employees are required to fully comply with Newpark Resort and Hotel rules and regulations for the safe and effective operation of the facilities
* Must be able to push/pull carts and equipment weighing up to 250 lbs
* Must be able to exert well-paced ability to reach different locations of the project on a timely basis