



## Example of Audit Clerk Job Description

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Our company is looking to fill the role of audit clerk. 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 audit clerk

- It is imperative that this position maintains confidentiality with records and other information that may be accessible
- Audit and verify food cashiers' daily cash turn in
- Audits register tapes for food sales
- Balance cash to turn-in to Hotel summary
- Balance all credit card, room charges and comps posted by Hotel
- Track missing guest checks, tips and non-paying customers
- Track the number of covers served in food outlets
- Track number of employee free meals served
- Track complimentaries
- Re-audit any overages/shortages over \$10.00

### Qualifications for audit clerk

- Valid California Driver's License (Class C)
- Days and hours of work vary
- Cover San Fernando Valley Area
- Knowledge of RRD InfoShare and JTR systems
- Must be proficient in mathematics
- Must have basic understanding of computer keyboard and calculator