



# Example of Night Auditor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of night auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for night auditor

- Deal with all cheques, cash and credit transactions in accordance with finance policy and procedures
- Answer switchboard in a courteous manner ensuring accurate recording and prompt delivery of all messages
- Ensure the security of hotel "keys" and be responsible for the safety and security of the building
- Know procedures to follow in the event of a hotel emergency
- Be totally conversant with PMS, daily balance process, running reports and compilation of daily statistical information as required by finance policy and procedures
- Prepare billings for Account Receivable in line with finance policy and procedures
- Complete computer systems back-ups and save in accordance with finance policy and procedures
- In the absence of the Night Manager take responsibility for night staff
- Be competent in the taking of reservations, up-selling where possible to maximise on average room rate
- Supervision of night lobby services including car parking and portering, ensuring guest arrivals and departures are as efficient as possible

## Qualifications for night auditor

- Be aware of room availability and sensitively manager overbooking situations

- Ensure telephones are answered promptly and professionally following service procedures
- Fully aware of the action to be taken and ensure the safety of guests and staff in the event of an emergency such as fire, armed hold up or bomb threat in accordance with procedures laid down in emergency policies and procedures
- Research, recommend and liaise with the Front Office Manager regarding procedures to improve the overall efficiency of the department
- Report immediately to the Front Office Manager or EAM unusual occurrences or security issues, ensure correct documentation has been completed
- Ensure maintenance requests are completed and forwarded to AM shift Assistant Manager