



Example of Night Auditor Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a night auditor. 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 auditor

- Do the PMS nights run
- Need to work as part of the night reception team providing an efficient, effective and attentive service to all our guests you will prepare snacks, breakfast and serve at the bar
- Responsible for operating hotel switchboard (PBX) responding to hotel guests needs appropriately programming wake-up calls
- You will be making sure that tickets match to the revenue that is being indicated in our point of sale systems
- You will also be checking if the bucket is in balance to what is being indicated by the point of sales systems
- You will need to take the information gathered from the night and transfer the information into the daily revenue report and make sure that the report is balanced and accurate
- You will also be responsible for processing the credit cards
- When you have completed your audit, you will need to send out the report to the management team
- You are also the person responsible for taking any reservations that come in , late check-ins and early check-outs
- You will also be taking any In Room Dining (IRD) orders and taking care of any guest requests

Qualifications for night auditor

- Hold General Manager license, Senior First Aid and Food Hygiene certificates
- Physically fit and have a can do attitude
- This position is open to all students who are eligible to work on campus and will be employed through Other Personnel Services (OPS) or Federal Work-Study (FWS) and must maintain a 2.0 grade point average
- Knowledge of Opera and of Micros system
- Ability to work Friday night