

Example of Night Auditor Job Description

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Our innovative and growing company is hiring for a night auditor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for night auditor

- The night auditor responds to the Controller and will be working close with the Front Office Manager due to sharing some duties of Front Office
- To follow the list of night audit procedures and generate the relevant reports for the relevant departments
- Writes a nightly activity report for hotel management
- Run find trial balance to post rooms and close day
- Provide next day reports for Front Office, Housekeeping, Sales, and Executive Office as required
- Perform duties of front desk agent as assigned
- Answer all calls incoming to hotel and hotel guests
- Provides constant feedback to direct supervisor concerning service issues, including guest desires, complaints and comments
- Highly knowledgeable of Hotel Evacuation procedures, Emergency response procedures, workers compensation and incident reporting
- Check guests in and/or out

Qualifications for night auditor

- Hours are 11pm-7am weeknights and weekends
- Experience in Opera preferred
- Must be able to work overnight from 11pm to 7am
- Computer literate is a must
- Previous Night Audit experience preferred
- Highly responsible & reliable Ability to work cohesively as part of a team