



Example of Night Auditor Job Description

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Our innovative and growing company 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

- Operate/handle telephone lines
- Escort incoming guests to their rooms when feasible
- Reconcile all daily front desk agents' work
- In the absence of the MOD or Night Audit Supervisor, investigate all service and safety issues reported during the shift to find their cause, and give recommendations to avoid repeated issues
- Inputting report figures
- Front Desk and Food and Beverage credit card transaction reconciliation
- Displaying a strong understanding of hotel emergency procedures (fire, disabled guests)
- In charge of the Front Desk during the night (check-in, check-out)
- Carry out checks on daily revenue as per hotel standards
- Carry out all revenue reconciliations

Qualifications for night auditor

- Previous Front Office experience (Night Audit preferred)
- Previous experience using a hotel PMS, Opera or Fidelio preferred
- Current eligibility to work in New Zealand
- Ability to multi-task and cope well under pressure
- Secure and reliable transport as shifts are predominantly nights
- Hilton systems experience preferred