



NIGHT AUDITOR JOB DESCRIPTION

REPORTS TO: General Manager

CLASSIFICATION: Hourly

GENERAL SUMMARY: Is a key member in producing hotel operations statements and monitoring hotel expenses. Typical functions include processing of invoices and statements, account reconciliation, bank deposits, balancing receipts, maintaining petty cash, data entry, maintaining and updating employment files, complete inventory counts and other functions relating to the accounting functions.

Individual must be friendly, enjoy learning new things and working in a team environment. Must be flexible, willing to work smart, get along well with others and have the ability to make good service decisions. As part of the Service Team, individual may work in other areas of the hotel. Individual may be trained to perform tasks and act in a secondary role in support of providing service and support to our guests, such as front office or reservations.

Essential Duties and Responsibilities:

- Ascertain that all charges received for billing are proper and with complete supporting papers and that they have approved credit account with us.
- Ensure that the individual account cards show complete name and address and other pertinent information required when they are typed.
- Balance daily transfer to city ledger and post, edit and update to accounts receivable system
- Prepares allowances or discounts to guest or employees which have been properly approved.
- Assists in the preparation of correspondence in reference to disputed and questionable accounts.
- Responsible for processing all payments received.
- Ensures correct amount is determined before billing.
- Be familiar with hotel Front Desk Cashiering and hotel guest city ledger accounts receivable procedure.
- Ascertains that all charges, rebates and cash are posted to the individual city ledger accounts.
- Prints agent report and accounts receivables control report to balance with General Ledger.
- Responsible for compiling monthly age analysis reports.
- Coordinates Credit Meetings.

- In the timely billing of accounts
- Maintain a filing system for account receivable records
- Handle correspondence and queries regarding city ledger accounts
- Assist in the reconciliation of accounts
- Respond to and resolve account queries
- Calculate travel agent commissions
- Assistant in the monthly stock checks.
- Will perform any duties manager deems necessary within employee's capabilities.
- Other duties and training as assigned to allow team member to become a well rounded, valued employee

QUALIFICATIONS

- Demonstrated ability to interact with customers, employees and third parties that reflects highly on the hotel, the brand and the Company.
- Proficient in the use of Microsoft Office
- Good writing skills
- Diploma or Vocational Certificate in Accounting or Business Administration or related field.
- One (1) year experience in a accounting, clerical, front office, or reservations position or similar; or an equivalent combination of education and work experience

ACKNOWLEDGMENT:

I have reviewed and I understand the expectations of this job description. It is understood that I will be required to meet the expectations outlined above within work hours that comply with all Wage and Hour Federal and State laws, and company policy.

Employee Signature

Date