



## Job Description

**Position Title:** Night Auditor

**Effective:** 5/1/2015

**Reports to:** Director for Rooms and Assistant Directors for Rooms

**Status:** Part-time; Hourly; Non-Exempt

### Essential Functions:

The primary function of this role is to complete all reports to close the day in software program, review the data in an effort to find and investigate errors or discrepancies, and perform guest service functions during the overnight hours.

---

### Essential Duties:

The essential duties are as follows:

- Complete all reports to close the day in software program and review the data in an effort to find and investigate errors or discrepancies.
- Assist with the preparation of reports relevant to daily revenues.
- Transmit credit card batches.
- Complete and transmit daily management and accounting reports and supporting documents.
- Act as hotel liaison during night hours and perform all guest service functions as required.
- Assist in booking room reservations; answering hotel phone calls and notifying guests of messages.
- Assist with other duties as assigned.

### Requirements:

- High school diploma or equivalent.
- Basic computer skills.
- Some customer service and accounting/money handling experience is preferred.
- Ability to work 11pm-7am, as scheduled; may include some holidays.

### Competencies:

- Strong organizational skills.

- Ability to prioritize multiple tasks.
- Excellent customer service skills.
- Ability to work well independently and meet deadlines.
- Ability to communicate effectively.
- Ability to plan and prepare for assigned tasks.
- Ability to follow directions and work cooperatively with others. Teamwork is essential.
- Exhibits fine attention to detail.
- Ability to use critical thinking and resources to solve problems.

---

Employee Signature

---

Date

---

Supervisor Signature:

---

Date: