**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Night Auditor
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Audits, balances, and reports on the various areas of the hotel (e.g., food and beverage, rooms, front desk, gift shop, etc.) to provide accurate and timely financial information on the hotel’s operational performance for the day. Oversees front office/front desk operations during the overnight shift.

* Checks front office accounting records for accuracy and compiles information for the hotel’s financial records.
* Tracks room revenues, occupancy percentages, and other front office operating statistics.
* Prepares summary of cash, check, and credit card activities, reflecting the hotel’s financial performance for the day.
* Posts room charges and room taxes to guest accounts. Processes guest charge vouchers and credit card vouchers.
* Verifies all account postings and balances.
* Summarizes results of operations and prepares reports for management.
* Performs duties of the Front Desk Agent.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* High school diploma or equivalent.
* Accounting background preferred.
* Previous hotel experience desired.
* Strong customer service orientation and skills.
* Present a professional image, and able to communicate well with both guests and employees.
* Ability to operate front office equipment and computers.
* Ability to compile facts and figures.
* Ability to understand principles of auditing, balancing, and closing out accounts.
* Ability to work a flexible schedule, including weekends and holidays.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.