



NIGHT AUDITOR

We are looking for an organized, conscientious and energetic team. As Night Auditor you will be responsible for auditing, balancing and consolidating departmental ledger accounts, preparing various hotel operating reports, general duties of Front Desk and acting as primary point of contact for all guest inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reconciling daily records including sorting, organizing, and verifying activity records and identifying, researching, and correcting discrepancies
- Posting daily activity including allocating activity to proper accounts, entering new activity and settlements, balancing accounts, monitoring account codes, and writing correcting journal entries
- Preparing, proofing, and distributing daily audit reports by collecting and summarizing activity, settlement, and discrepancy data and trends; proofing and distributing reports
- Double-checking credit card balances before closing batches and sending totals to credit card provider
- Maintaining computer system by monitoring system performance, troubleshooting breakdowns, calling for repairs, resetting system for next day
- Posting all daily room and outstanding charges
- Balancing all revenue totals of cash and credits against revenue report
- Accepting revenue and floats from restaurant, ensuring that these are securely locked away
- Accepting and locking away keys from various departments
- Registering guests including obtaining or confirming room requirements, verifying preregistration, assigning rooms, obtaining information and signatures, issuing door cards, verifying credit cards or obtaining cash, providing directions to room, and assisting with all general inquiries
- Being conversant with the hotel's emergency procedures including responding to individual calls or alarms, operating the hotel's fire alarm system, dispatching emergency services, and notifying the Manager-on-Duty
- Protecting assets by ensuring adherence to internal control policies and guidelines

QUALIFICATIONS

- Previous Front Desk/Night Audit/Bookkeeping experience preferred
- Post secondary education an asset
- Expert knowledge and experience with Excel
- Knowledge of Micros Opera and Micros 3700 an asset
- Must be willing to work 11:00pm to 7:00am shift
- Good analytical skills; enjoy dealing with numbers
- First aid certificate and CPR an asset

BENEFITS

- Competitive wage
- 50% bus pass subsidy
- Free gym membership
- Free staff meals
- Discounts on hotel services (i.e. spa, dining, and hotel stays)
- Employee activities and incentives
- Extended Health & Dental Package (full-time positions)

If you are looking for a challenging and rewarding career, send in a cover letter and resume by e-mail in Word, rtf, text, or PDF to careers@sidneypier.com or fax to 655-9764. Quote the Position Title in the *Subject* line of your email or fax. We thank all applicants in advance. Only those selected for an interview will be notified.