

Night Auditor

The night auditor will assist with accounting department duties as well fulfilling specific front desk agent tasks during the overnight shift.

Responsibilities include, but are not limited to:

- Preparing final revenue reports, as directed by the Controller
- Audit and balance all hotel cashier reports, and guest and house accounts, at close of business daily
- Close the PMS system and roll the date nightly
- Run daily reports for Guest Services
- Check guests in/out
- Assist staff in expediting and resolving billing issues