



Hotel Night Auditor-

Job Summary:

Our hotel is looking for a Night Auditor to join our team from May 1st – October 31st. We are looking for a hardworking, ambitious professional who has the ability to handle accounting while responding to guests' needs. The Night Auditor will be responsible for all end of day accounting functions, hotel security, guest safety, and communication to day staff and managers. Ideally, we are looking for someone who is able to work independently with no assistance on basic functions. This candidate must also be able to do basic hotel functions such as: check-in/check-out a guest, reconciling accounts, communicating with housekeeping, and taking initiative. Our typical schedule is Friday through Wednesday, 11:00PM to 7:00AM. Willingness to work overtime when necessary is essential.

Qualifications and skills:

- High School Diploma/GED Required
- 2+ Years' experience in customer service or hospitality
- Excellent math skills
- Great communication skills
- Basic knowledge of Microsoft Word/Microsoft Excel
- Ability to learn computer functions
- Exceptional customer service skills
- Able to stand on feet for 8 hours a day