



Night Auditor

Must present a personable, helpful and professional image. Balance all daily reports for the Hotel. Run Micros reports for restaurants and balance daily receipts against those reports. Balance credit card batch transfer amounts with hotel end of day reports

Principal Duties and Responsibilities

- Balance all daily reports for the Hotel
- Post and balance charges in a timely and efficient manner
- Prepare restaurant audits to breakdown and balance restaurant figures
- Runs various reports – handwritten and computer
- Operate computer equipment and reservations system
- Other duties as assigned

Knowledge, Skills and Abilities Required

- Must have excellent communication skills
- Basic knowledge of accounting operations
- Knowledge of using computer software
- Ability to understand and carry out instructions
- Must possess the ability to post and balance charges accurately
- Must maintain a professional manner under stress
- Must be able to answer questions concerning the Hotel and the Island

Reporting Relationship

Reports to Front Desk Manager and

Uniform

Business casual attire