

Night Audit

Job description:

Holiday Inn & Suites, Downtown Duluth, is seeking a dynamic and experienced individual to join our team as a Night Auditor. This position requires a strong commitment to guest satisfaction, exceptional leadership abilities. Night Auditor responsibilities include checking in guests, handling their requests and taking reservations. The Night Auditor also reconciles all accounts, Performs a nightly audit of hotel financial transactions to ensure all revenue is accounted for (e.g., room charges, restaurant bills, room revenue.) Generate daily financial reports for management and accounting. Ultimately, you will provide excellent customer service to guests and keep the front desk and accounting operations running smoothly.

Responsibilities:

Check in/Check out guests, answer phones and take reservations

Respond to guest complaints, requests and emergencies

Perform a nightly audit of hotel financial transactions to ensure all revenue is accounted for (e.g., room charges, restaurant bills, banquet events).

Generate daily financial reports for management and accounting.

Reconcile accounts

Balance the cash drawer and log receipts

Investigate and resolve out-of-balance accounts

Keep accurate financial records and ledgers

Ensure the lobby and front desk area remain organized, presentable, and stocked with necessary supplies.

Facilitate clear communication between shifts to ensure smooth transitions and continuity of service.

Preferred Qualifications:

High school diploma or equivalent is preferred.

Proven experience as a Night Auditor or in a similar role, preferably in the hospitality industry

Experience with accounting software

Knowledge of property management systems (PMS) and general hotel operations.

Excellent computer skills

Excellent math skills

Attention to Detail

Ability to manage financial records and audit hotel transactions with accuracy.

Good problem-solving skills

Strong customer service skills

The ability to multitask

Strong written and verbal communication skills

Availability to work overnight shifts, including weekends, and holidays

A night auditor must be responsible, trustworthy, and able to work independently with minimal supervision while ensuring smooth operations during nighttime hours.

Pay: Starting at \$18.00 per hour.

Benefits: Eligibility is based on PT or FT status.

Paid Time Off (PTO)

Holiday Pay (If Worked)

Health and Life Insurance

401(k) Plan with Employer Contributions

Meal Benefit

Employee Discounts for Holiday Inn Hotel Stays

Uniforms are Provided

Shift:

PT and FT positions available.

Overnight Shifts.

Must be willing and able to work weekends and holidays.

Benefits:

401(k) matching

Employee discount

Flexible schedule

Health insurance

Life insurance

Paid time off

Retirement plan

Vision insurance