

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA: **HOURLY**

POSITION TITLE: **RELIEF NIGHT AUDITOR**

DIVISION/DEPARTMENT: **ROOMS/FRONT DESK**

REPORTS TO (TITLE): **GENERAL MANAGER**

SUPERVISES: **NONE**

DATE : **10/12/2013**

BASIC FUNCTION:

Performs all night audit functions. Ensures that all daily transactions are reconciled and accounted for in accordance with set policies and procedures. Responsible for accurately posting charges and payments to guest accounts. Ensures proper check-in and check-out of guests during the night audit shift.

Qualifications: Education, Knowledge, Training & Work Experience:

- ◆ Knowledge of multiple front office systems essential
- ◆ Micros point-of-sale system
- ◆ Microsoft Office essential
- ◆ IBM personal computer
- ◆ Requires clear and concise communication with all departments

Essential Functions:

1. Ensure that the night audit is performed in an accurate and timely manner each night.
2. Completes closing reports on *Maestros*, *Micros* and call Accounting systems and updates the Excel report, ensuring that all figures are transferred correctly and in balance. This may include print out of all point-of-sale and front office system "Z"/end of day reports.
3. Balances rooms and food and beverage transactions by manually adding actual vouchers and reconciling with computer totals.
4. Balances credit card, direct billing and other payments.
5. Reports all discrepancies to the Front Office Manager immediately.

6. Distributes morning reports.
7. Handles Front Office (check in & out) functions and telephone operations during 11:00 p.m. to 7:00 a.m. shift.
8. Properly balances and transmits credit card *Protobase* transactions.
9. Ensures proper guest service during the night audit shift.
10. Performs all activities in a professional manner and in accordance with company policy.

Marginal Functions:

1. Attends meetings as required.
2. Uphold the company's Mission/Vision/Values.

Environment: Indoor office environment

Position Analysis/Specifications

	N/A	OCCASIONAL	FREQUENT	CONSTANT
Sitting			X	
Standing			X	
Walking			X	
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing	X			
Pushing/Pulling		X		
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs		X		
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition			X	
Hearing			X	

ENVIRONMENTAL FACTORS

	YES	NO
Working Outside		X
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners		X
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles		X
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

Name (Signature)

Date

Name (Print)