

## **Night Auditor**

Slumber Inn - New Minas, NS

- Greet guests upon arrival, check them in and provide them with any information they need.
- Audit and balance reports from the day shift
- Maintain guest/front office ledger, general ledger, city ledger, and advance ledger
- Schedule guest wake-up calls and reservations for the following day
- Verify house accounts for any errors
- Pit Check when required
- Prepare for audits, forecasts, and other fiscal planning
- Handle bookkeeping and follow accounting best practices
- Respond to guest inquiries, concerns and complaints as needed
- Answer phones and place reservations
- Assist in account analysis and account coding
- Reconcile account balances
- Process billing adjustments and refunds
- Run Audit and prepare documentation
- Prepare guest bills for next-day checkouts and process reservation cards
- Balance cash drawers and record receipts
- Preparing for Breakfast during slower day
- Assist in making invoices and Accounts receivable
- Making sure lobby is clean and sweeping if necessary
- Analysing room charges and amending if required.
- Recording transactions on daily basis
- Post checks and vendor payments
- Preparing time cards for staff.

Job Type: Part-time (12:00AM – 8:00 AM)

Salary: \$12.00 to \$13.00 /hour

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