



Drayton Valley, Alberta INTERNAL JOB POSTING

NIGHT AUDITOR

Department: Front Office	Reporting to: Guest Services Manager
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BASIC RESPONSIBILITIES:

- Runs the night audit sequence and prepares night audit reports, management reports and daily revenue reports
- Balances room revenues & verifies the balance of all cash floats, credit and debit charges
- Performs daily computer maintenance operations
- Oversees and participates in prompt and courteous handling of all guests as necessary, including, but not limited to check-in, check-out, telephone and personal inquiries.

SKILLS, ABILITIES & QUALIFICATIONS:

- Excellent inter-personal and communication skills
- Understanding of the front desk function in a hotel, with a working knowledge of reservation systems
- Basic accounting knowledge or audit experience

Excellent Computer skills

If you are interested in the above position, please submit your cover letter and resume to:

Ray Labossiere
General Manager
Super 8 Motel Drayton Valley
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Drayton Valley AB T7A 1S4
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