



NIGHT AUDITOR

The Sidney Pier Hotel & Spa is looking for a part-time (18 – 27 hours per week) experienced Night Auditor who is a night owl, likes numbers and isn't scared of Excel. You will be responsible for auditing, balancing and consolidating departmental ledger accounts, preparing various hotel operating reports, general duties of Front Desk and acting as primary point of contact for all guest inquiries.

Responsibilities:

- Reconciling daily records including sorting, organizing, and verifying activity records and identifying, researching, and correcting discrepancies
- Posting daily activity including allocating activity to proper accounts, entering new activity and settlements, balancing accounts, monitoring account codes, and writing correcting journal entries
- Preparing, proofing, and distributing daily audit reports by collecting and summarizing activity, settlement, and discrepancy data and trends; proofing and distributing reports
- Balancing all revenue totals of cash and credits against revenue report
- Registering guests including obtaining or confirming room requirements, verifying preregistration, assigning rooms, obtaining information and signatures, issuing door cards, verifying credit cards or obtaining cash, providing directions to room, and assisting with all general inquiries
- Being conversant with the hotel's emergency procedures including responding to individual calls or alarms, operating the hotel's fire alarm system, dispatching emergency services, and notifying the Manager-on-Duty

Qualifications:

- Previous Front Desk, Night Audit, or Bookkeeping experience
- Intermediate knowledge and experience with Excel
- Knowledge of Micros Opera and Micros an asset
- Good analytical skills; enjoy dealing with numbers
- WorkSafe BC Level 1 First Aid Certificate an asset (must be willing to obtain one)
- Must be willing to undergo a background check

We offer a competitive starting wage, plus an employee benefits program after 6 months for full-time team members and a range of employee 'perks' including a 50% subsidy for bus passes, a complimentary fitness centre membership, employee activities and events, recognition programs, and more!

If this sounds like the perfect opportunity for you, send us an e-mail (in Word or PDF) to careers@sidneypier.com to introduce yourself and let us know what position you want to apply for. Alternately, you can send a fax to 250-655-9764 or drop a copy off to the Front Desk of the hotel. We can't wait to meet you!