

**** EXTERNAL POSITION OPENING ****

HOTEL – NIGHT AUDITOR 12am-8am



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casino, Thief River Falls, MN
OPENS: March 11, 2019
CLOSES: March 25, 2019

POSITION OBJECTIVES:

Under the general supervision of the Hotel Manager, the Hotel Night Auditor is responsible to review daily audit of hotel activities for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Reviews data and transactions to ensure accuracy.
- Examines sales tapes, balance sheets, transfers and expense support to determine daily sales transactions.
- Follows paper trail to ensure all steps were followed according to established procedures.
- Assists in supervising associates in the absence of the Supervisor. Reports and discrepancies or problems identified promptly.
- Corrects errors and lists discrepancies for adjustments. Makes report of discrepancy to supervisor.
- Compiles reports to show statistics such as percentage of occupancy and sales.
- Maintains accurate and complete filing system.
- Will assume the duties of the Front Desk to assist guests such as checking guests in/out, answering questions and routing.
- Will handle cash, responsible to balance cash drawer at the end of shift.
- Will assume the duties of PBX to assist guests and handle telephone calls.
- Responsible to ensure timely service is provided to all guests. Acknowledges and responds to guest immediately.

REQUIRED QUALIFICATIONS:

It is required the Night Auditor have at least a High School or GED with Hotel & Inn Quest related experience preferred.

SEND COMPLETE APPLICATION, RESUME OR TRANSFER REQUEST TO:

Victoria.mostrom@7clans.com – Human Resource Office,
20595 Center St E. Thief River Falls, MN 56701 1-800-881-0712
Website: www.sevenclanscasino.com