

**** EXTERNAL POSITION OPENING ****

**Night Auditor
Triple Sevens Hotel**



Rate of Pay: Depending on Experience
Location: Seven Clans Casino, Warroad
Open: 04/12/2022
Closes: Until Filled

POSITION OBJECTIVES:

Under the general supervision of the Hotel Manager is responsible to oversee the 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.
- Will handle cash, responsible to balance cash drawer at the end of shift.
- Assists in supervising associates, report to Manager any discrepancies.
- 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 the phone and acknowledges and responds to guest immediately.
- Responsible to ensure timely service is provided to all guests.

REQUIRED QUALIFICATIONS:

It is required the Night Auditor have at least a High School or GED with related experience preferred

SEND COMPLETE APPLICATION, RESUME OR TRANSFER REQUEST TO:

Human Resources Office 218-815-8293, 34966 605th Ave. Warroad MN 56763

Or call (218)386-3381 ext. 36040/36041

www.sevenclanscasino