



Harrison Hot Springs Resort is currently recruiting for the position of **Night Auditor**.

About our company:

Harrison Hot Springs and the Eastern Fraser Valley is a beautiful place to live, work and play. We would love to have you join our amazing team and share the high quality of life that we have come to enjoy.

At Harrison Hot Springs Resort, our guests discover a location unlike any other destination in the world. We know the care and customer service we offer our guests leads to special experiences for them. We endeavour to exceed guest expectations and deliver outstanding products and hospitality services. Even though we welcome thousands of guests each year, we will focus on individuals and what we can do to make them feel like they are at home.

Overlooking Harrison Lake, the Harrison Hot Springs Resort offers the following amenities: five mineral hot springs pools, the Healing Springs Spa, three restaurants and a coffee bar, extensive banquet and catering options, retail outlets, Resort Golf Course and Resort Marina.

SUMMARY:

The Night Auditor provides all guests with their first impressions of the resort during the late hours. The Night Auditor assists guests with the checking in process as well as the checking out process. The Night Auditor reconciles and balances all transactions from all departments, for the day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for reconciling all subsystems to ensure all revenue centers are in balance.
- Identify, investigate and resolve all discrepancies.
- Relieves the evening front desk clerk. Communicates with relevant co-workers to accurately understand any relevant events from the evening shift. Corresponds appropriately via communication log books, telephone, radio and e-mail.
 - Ensures smooth operation of all front desk and switchboard functions and maintain a high level of customer service satisfaction with all internal and external guests.
- Close and re-open all interfaces.
- Maintain accurate and timely journal entries.
- Run all applicable reports as required and distribute to appropriate offices.
- Create daily revenue report.

- Some stress resulting from daily guest interactions (internal and external), budgetary, and time constraints.
- Other job related duties as required.

SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS:

- Successful completion of Grade 12 education or equivalent required.
- Post secondary education pertaining to accounting and/or a combination of accounting and hospitality an asset.
- Minimum 1 year front desk experience and/or accounting/audit experience in a busy hotel environment.
- An equivalent combination of experience and education will be considered.
- Previous experience using Springer Miller Systems (SMS) an asset.
- Computer savvy.
- Proficient knowledge and application of Microsoft Office with particular emphasis in Excel.
- Accuracy and extreme attention to detail.
- Exceptional Accounting skills.
- Strong cash handling skills.
- Use Property System Management (SMS).
- Switchboard operations.
- Front desk operations.
- Willing and able to train when necessary.
- Ability to multi-task, prioritize, and work independently.
- Must be available to work night/graveyard shifts.
- Flexible to a changing schedule.
- Being multi-lingual is an asset.

Interested, qualified candidates are invited to submit their resume and cover letter to hshsr@harrisonresort.com or facsimile at 604-796-4712.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.

Check us out online at www.harrisonresort.com.