



Employment Opportunity

Application Close Date: When position filled

Position: Night Audit (Part-Time)

Reports To: Manager on Duty & Finance Department

Job Definition:

The Quaaout Lodge is in search of enthusiastic, energetic and friendly employees to join our front desk team. The Night Auditor at the Quaaout Lodge is a complete service professional. To ensure that guests have a positive and enjoyable experience, knowledge of resort facilities and services as well as attractions and services in the region is preferred. Professional appearance and behavior is required at all times.

The Night Auditor is required to work independently as the person responsible for resort facilities during the late evening and early morning hours. Duties include representation as front desk clerk, resort security, and the reconciliation of daily financials and reports. This role is a great opportunity to develop a strong career in the hospitality industry, and learn new and exciting resort operations practices.

Duties:

- Ensure the safety and security of guests and resort property
- Reconcile daily sales and cash-outs
- Prepare daily financial reports
- Monitor switchboard and direct telephone calls
- Provide reservations services
- Provide guest services including check-in and check-out
- Provide concierge services
- Assist other departments as needed
- Other tasks contributing to the operation of the resort as requested by management

Skills & Experience:

- Accounting experience
 - Counting cash & managing floats
 - Reconciling daily sales receipts from multiple venues
 - Prepare daily financial reports
 - Correct inaccurate postings

- Ability to work independently with little supervision
- Ability to manage time effectively
- Excellent communication skills
- Ability to troubleshoot
- Criminal record check may be required
- Fluency in additional languages is an asset
- Good computer skills are required including use of:
 - Microsoft Excel
 - Microsoft Word
 - Email – Microsoft Outlook
 - ResortSuite Property Management software experience is an asset
- Customer service experience in a resort environment is preferred

The Night Auditor is required to work nights, weekends, and holidays.

Shift times may vary but the typical shift begins at 11:00pm and ends at 7:00am.

(In shoulder seasons shifts may start and finish earlier)

If you think you are ready for this challenge, please submit your resume and cover letter to:

Quaaout Lodge

Attn: Manager on Duty

In person: Quaaout Lodge front desk – 1663 Little Shuswap Lake Rd

Email: mwhitlock@quaaoutlodge.com

Fax: 250.679.3039

By Mail:

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