

Income Auditor (Full-Time)

This stylish luxury hotel, **Corinthia Hotel St. George's Bay**, is seeking to recruit an ambitious, determined and highly motivated individual who is willing to embark on a career in hospitality.

Reporting directly to the *Director of Finance*, a challenging opportunity has arisen, for those who would like to advance their career within the Finance Department.

The candidate will be responsible for:

- Ensuring the accuracy of the Daily Revenue Report prepared by Night Audit
- Verifying and spot checking the report and F&B report and supporting documents prepared by Night Audit
- Ensuring entertainment / employment checks are signed and explained by a manager and pass these on to the Financial Controller for approval
- Checking the backup of rebates and pass these on for approval
- Making sure that all payments and paid outs are handled as per Front Office credit policy
- Reconciling all interfaces charges
- All complimentary and house use rooms that have been approved by the General Manager
- Ensuring that paymaster accounts and permanent folios are checked out on a timely basis
- Spot checking room rate
- Checking that all credit card queries are clarified and if necessary action is taken immediately
- Handling all queries from guests relating to F&B or Rooms
- Verifying that all voided guest checks are explained and approved by the supervisor or manager
- Reconciling various general ledger accounts at month end
- Preparation of reconciliation
- Auditing of guest safety deposit boxes within specific time frames

The ideal candidate will:

- Have a minimum of 3 years' experience in Cashiering and Income Auditing within a 4-5 star hotel
- Have good command of the English language
- Have excellent analytical and problem solving skill
- Possess strong knowledge and work experience of hotel systems i.e. (Sun, Opera, Micros), Excel, Word etc
- Be accurate and detail oriented
- Be well-groomed and maintain a professional appearance

We offer:

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

Candidates are requested to submit their CV by e-mail to the Human Resources Department on: vacancies.stgeorges@corinthia.com