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## Night Auditor – Holiday Inn Express Pendleton Oregon

### Description

Eternal Hotels™ is a national hospitality company primarily engaged in the management and ownership of upscale, midscale and economy full service and select service hotels & restaurants.

Our portfolio brand family includes franchised properties from Red Lion Hotels, Best Western Hotels, Intercontinental Hotels Group, Choice Hotels, and select unbranded properties.

### Summary/Objective

The night auditor typically handles both the duties of the front desk agent and accounting duties. The auditor accounts for the day's business and remains available to serve the overnight needs of customers.

### Responsibilities

#### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure that all charges of the day have been properly posted to the appropriate guest folio or master account.
- Ensure that all food and beverage outlets have balanced.
- Ensure that all front office charges and miscellaneous charge and adjustments have been posted and balanced out.
- Ensure that all guest charges have been balanced and all appropriate reports have been run and all supporting documentation is attached to the appropriate reports.
- Manually balance and directly deposit credit cards.
- The ability to achieve a monthly departmental loyalty program goal, through the promotion of the program.
- Demonstrated ability to multi-task and prioritize well to meet deadlines.
- Behaves with integrity, honesty and is open with fellow associates, managers, outside representatives and agencies.
- There are times when you may have to deal with an unhappy person; you do need to know how to deal professionally, courteously and tactfully with the public and coworkers.

### Skills

### Red Lion Hotel & Conference Center Pasco

Eternal Hotels LLC

### Employment Type

Full-time

### Beginning of employment

Open Until Filled

### Duration of employment

Year Round

### Industry

Hospitality

### Job Location

600 Se Nye Avenue, 97801, Pendleton, OR, USA

### Working Hours

8 hour shift

Holidays

Night shift

Weekend availability

### Date posted

November 2, 2021

### Valid through

12.11.2021

## **Competencies**

- Financial Management.
- Thoroughness.
- Project Management.
- Problem Solving/Analysis.
- Communication Proficiency.

## **Experience**

### **Experience**

- Knowledge of computers, accounting, auditing and front desk procedures.
- Typing and 10-key experience.
- One year of Front Desk experience (required).
- Two years of related experience (preferred).

## **Education**

### **Education**

- High school diploma (required)
- Associate's degree (preferred)

## **Job Benefits**

We offer competitive pay, excellent benefits, and many other perks!

## **Contacts**

All your information will be kept confidential according to EEO guidelines.

## **An Equal Opportunity Employer**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at [hr@eternalhotelsllc.com](mailto:hr@eternalhotelsllc.com).