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Night Auditor – Best Western Pendleton

Description

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

Our brands include the Red Lion Hotel Pasco WA, Best Western Pendleton OR, Holiday Inn Express Pendleton OR, Best Western Plus Dayton WA, Comfort Inn & Suites Walla Walla WA, Sleep Inn Pasco WA, Rodeway Inn Boardman OR, and Vintners Lodge Prosser WA. Eternal Hotels operates a group of RV Parks & Resorts including the RV Park at Vintners Lodge in Prosser, WA and the Driftwood RV Resort in Boardman, OR. The company also owns and operates gas stations, entertainment, and restaurant venues throughout Washington and Oregon. For more information, please visit the company's website at <https://eternalhotelsllc.com>.

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.

Competencies

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

Best Western Pendleton

Eternal Hotels LLC

Employment Type

Full-Time – Non Exempt

Beginning of employment

Open Until Filled

Duration of employment

Year Round

Industry

Hospitality

Job Location

400 SE Nye Avenue, 97801,
Pendleton, OR, USA

Working Hours

Grave Shift

Date posted

November 2, 2020

- Communication Proficiency.

Work Environment

This job operates at the hotel front desk. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This position requires manual dexterity, the ability to lift files and open filing cabinets. This position requires bending, stooping or standing as necessary.

Qualifications**Required Education and Experience**

- High school diploma.
- Knowledge of computers, accounting, auditing and front desk procedures.
- Typing and 10-key experience.
- One year of Front Desk experience.

Preferred Education and Experience

- Associate's degree.
- Two years of related experience.

Job Benefits

401K

Health Insurance

Dental Insurance

Vision Insurance

Paid Time Off (Vacation & Sick)

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 (509) 547-0701 or via email at hrradlion@eternalhotelsllc.com.