Night Auditor

**Definition of Class**
This is a non-supervisory job class in which the incumbent attends to customer needs and oversees front desk operations during the night shift. Incumbent audits daily receipts, reconciles daily charges, and prepares financial reports regarding hotel activities.

**Examples of Work Performed**
Records financial transactions through the use of cash register.

- Posts all current guest charges and prepares financial reports concerning previous day’s business.
- Answers telephone.
- Greets guests as they enter and leave the hotel premises.
- Registers guests, assigns rooms, and assists guests with checkout procedures.
- Makes wake-up calls.
- Attends to customer requests and needs.
- Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs routine operations of the hotel front desk during the night shift, including the operation of a cash register and recording of financial transactions.
2. Reconciles daily charges and receipts; prepares internal financial reports.
3. Attends to customer needs.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel. The incumbent is occasionally required to stand.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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