



JOB POSTING

Date of Notice: December 12, 2018

Position Title: **NIGHT AUDITOR**

Job Location: Bandon Dunes, Front Desk

Position Reports To: Front Office Manager

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Rd. Bandon OR 97411
Fax: (541) 347-5850
jobs@bandondunesgolf.com

Primary Duties:

- Reconciles postings, charges and cash for the day
- Balances all summaries to main computer system
- Posts any incidental charges required
- Runs the night audit final for resort systems
- Prepares all required daily and summary reports
- Provides courteous and professional guest services
- Respond to guest inquiries and resolve guest concerns
- Maintains order and cleanliness of the Front Office
- Processes reservation and cancellation requests when required
- Reports all system problems to management
- Performs other duties as directed by your Supervisor

Minimum Qualifications:

- High school graduate required, college preferred.
- Good knowledge of math, computers and accounting.
- Demonstrated quality interpersonal communication skills.
- Ability to efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including evenings/weekends/holidays.
- Positive attitude, professional manner and appearance in all situations.
- Strong organizational skills and attention to detail.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

Bandon Dunes, L.P. is an Equal Opportunity Employer