

<https://thezenwellnessresort.com/job/night-auditor/>

Night Auditor

Description

The Night Auditor is responsible for balancing and reconciling the hotel's daily financial transactions, ensuring the accuracy of guest accounts, and preparing daily reports for management. This role combines accounting duties with front desk responsibilities, providing exceptional guest service during the overnight shift.

Responsibilities

- Balance all daily front office postings and reconcile guest accounts.
- Verify room charges, restaurant bills, and other hotel revenues for accuracy.
- Prepare and distribute daily financial and operational reports.
- Audit cash drawers and reconcile discrepancies.
- Close the day's business and roll the system date to the next business day.
- Handle late check-ins, check-outs, and guest inquiries overnight.
- Ensure safety and security procedures are followed during night hours.
- Monitor front desk operations, reservations, and occupancy levels.
- Communicate any issues or irregularities to management.

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reporting to

Income Auditor

Job Location

Aswan Western Agricultural Road,
1252031, New Aswan City, Egypt

Date posted

November 4, 2025