

<https://thezenwellnessresort.com/job/senior-income-auditor/>

Senior Income Auditor

Description

To ensure the accuracy, integrity, and completeness of all revenue transactions in accordance with company policies and accounting standards. The Senior Income Auditor's primary objective is to oversee the daily auditing of income, verify the accuracy of revenue postings, identify discrepancies, and provide management with accurate financial data to support decision-making and compliance.

Responsibilities

- Supervise and review daily income audit reports to ensure all revenues are accurately recorded and supported.
- Reconcile revenue postings from various outlets (Front Office, F&B, Spa, etc.) to the general ledger.
- Verify and audit daily cash, credit card, and other payment transactions.
- Ensure compliance with internal control procedures and financial policies.
- Identify variances, investigate irregularities, and recommend corrective actions.
- Prepare and distribute daily revenue and statistical reports to management.
- Coordinate with department heads to resolve revenue discrepancies or posting errors.
- Train and mentor junior auditors or income audit clerks.
- Assist in the month-end closing process by providing accurate revenue data and reports.
- Support the Finance Manager and Director of Finance with audits and financial analysis as needed.

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reporting to

Assistant Director Of Finance

Job Location

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

Date posted

November 4, 2025