

JOB DESCRIPTION

JOB TITLE	:	INCOME AUDITOR / A/C RECEIVABLES
DIVISION	:	ADMINISTRATION & GENERAL
DEPARTMENT	:	ACCOUNTING
REPORTS TO	:	CHIEF ACCOUNTANT
SEX	:	MALE / FEMALE
EXPERIENCES	:	2 Yrs+ WITH SIMILAR RESPONSIBILITIES
QUALIFICATIONS	:	FULL KNOWLEDGE OF F/O ACCOUNTING
SPECIAL SKILLS	:	FRONT OFFICE & POS APPLICATIONS
AGE	:	23 +
ENGLISH PROFICIENCY	:	FAIR

FUNCTION:

TECHNICAL RESPONSIBILITIES:

- Plans improvements in the operation and management of auditing procedures to improve service and profits in coordination with the Accounting Manager.
- Supervises the procedures and reports of Guest Service Agents and Night Auditors.
- Audits daily revenue figures and supporting folios and vouchers submitted by Night Auditor.
- Audits the charges to city ledger and credit card companies to ensure all charges are properly approved, legible signatures are obtained, proper vouchers have been used and that totals of the charges balance to the total of the general ledger.
- Post the folios, vouchers and guest checks immediately to the Accounts Receivable system for posting and billing.
- Ensures all financial transactions including the collection of debt follow hotel policy and procedures.
- Audits and prepares credit card charges for transmittal and reconciles credit card accounts as required.
- Reconciles and balances all advance deposits.
- Prepares City Ledger for posting, bills after completion of postings, reconciles to control figures at least every ten days in addition to the last day of the month.
- Reconciles Control Ledger to the General Ledger at financial closing at end of each month.
- Prepares and monitors debtor statements, debit notes and credit notes.
- Maintains documentation of communication on billings and debt collections.
- Ensures proper amount of travel agent commissions are paid daily or weekly to authorized travel agents.

- Balances all subsidiary account receivable ledgers to the appropriate control accounts monthly and prepare “aged trial” balances of all accounts receivable ledgers including staff’ account receivable.
- Prepares all Accounts Receivable reports as required.
- Liaises with Purchasing Officer and suppliers when necessary to assist with Accounts Receivable.
- Informs Accounting Manager of irregularities in the audit for restaurant charges.
- Informs Accounting Manager of problems in the Front Office for obtaining proper credit approvals.
- Prepare & audits Daily Cash Summary.
- Completes the Daily Report and Daily Income Journal.
- Completes amounts of readings of all hotel cashiers and calculates surplus and deficits.
- Checks the additions and verifies deposit totals to the duplicate deposit slip.
- Reviews all rebates and allowance vouchers from the previous day for proper approval and completion by the Accounting Manager and General Manager.
- Prepares rebate summary and rebate journal.
- Prepares the bank report of summary of daily bank balances.
- Completes posting to the Income Journal from the Auditor Report, Food and Beverage Report and General Cashier Daily Report balances on a daily basis.
- Prepares the Daily Report for Accounting Manager’s signature.
- Ensures sufficient supply of all stationery items required for efficient operation.
- Ensures work area is clean and well organized.
- Provides assistance to guests in all hotel emergency evacuation and medical procedures.
- Maintains correct security procedures according to hotel policy.
- Reports any health or safety hazards to the Accounting Manager.
- Performs other duties that may be required by the Accounting Manager.

ADMINISTRATIVE RESPONSIBILITIES:

- Reports to work station according to schedule with a high standard of personal appearance and hygiene with clean and pressed uniform and name badge as described in staff handbook.
- Ensures all financial transactions are recorded with accepted accounting principles and established accounting policies and procedures.
- Attends all staff and training meeting when directed by the Accounting Manager.