

## **HOTEL AUDITING CLERK\***

### **Function of Job:**

Under general supervision of head room clerk or other designated supervisor, to perform hotel auditing duties and serve as general room clerk on assigned night shift.

### **Characteristic Duties and Responsibilities:**

1. Audit all guest checks, cash sheets and other forms authorizing charges and expenditures for previous day's transactions.
2. Post and balance room rents, vouchers, and restaurant checks to individual guest folios.
3. Prepare daily deposits for college/university cashier according to the established procedures of the institution.
4. Perform duties of room clerk during hours of night shift, including checking in and out of guests, operating switchboard, taking messages, and providing information request.
5. Responsible for security and fire prevention of front office during assigned night shift.
6. Maintain necessary files and records.
7. Report any discrepancies found to supervisor.
8. Assist in budget formulation.
9. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation.
2. Two years of training in accounting or bookkeeping.
3. Familiarity with computerized accounting program.
4. Willingness to work night shift.
5. Ability to assume responsibility and work without immediate supervision.

11/23/98  
System Approval

11/23/98  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised – Original approved 6/25/75. Title change from “Night Auditing Clerk” 8/31/89.