



Harrison Hot Springs Resort is currently recruiting for the position of **Income Auditor**.

About our company:

Harrison Hot Springs and the Eastern Fraser Valley is a beautiful place to live, work and play. We would love to have you join our amazing team and share the high quality of life that we have come to enjoy.

At Harrison Hot Springs Resort, our guests discover a location unlike any other destination in the world. We know the care and customer service we offer our guests leads to special experiences for them. We endeavour to exceed guest expectations and deliver outstanding products and hospitality services. Even though we welcome thousands of guests each year, we will focus on individuals and what we can do to make them feel like they are at home.

Overlooking Harrison Lake, the Harrison Hot Springs Resort offers the following amenities: five mineral hot springs pools, the Healing Springs Spa, three restaurants and a coffee bar, extensive banquet and catering options, Resort Golf Course and Resort Marina.

POSITION SUMMARY:

The Income Auditor's primary responsibility is to ensure that the daily revenue from all outlets is captured and recorded accurately then post to resort accounting system Actual Ledger. The Income Auditor Contributes to the success of Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- On daily basis collects the previous night's package compiled by Night Auditor from Front Desk.
- Checks the daily revenue report, credit card worksheet and various city ledgers to make sure all revenues are entered correctly.
- Communicates to the Night Auditor or Front Desk Manager when city ledgers are out of balance and require investigation and/or additional postings to correct.
- Verify daily, month to date, plan and last year figures are correct on the Daily Sales Report for actual and plan, then distribute if not already distributed by Night Auditor.
- Review or prepare the Income Audit Journal, by retrieving the information (including statistical data) from various sources, daily revenue report, SMS, Micros and other excel

reports, make sure both revenues and settlements are balanced. Import the income journal to resort accounting system actual ledger.

- Have monthly spreadsheets set up prior to the start of each month for use by the Night Auditor. This may include Daily Sales Report, Credit Card Report.
- Finish the cash report prepared by Central Cashier by completing other half of the information from SMS, Micros and other reports. Double check any overages or shortages resulted and issue over/shortage notices and follows up on daily basis. Inform accounting manager of any major variances
- Ensure that all gratuities are recorded according to Hotel Policy. Prepare gratuities sheets, attach general ledger account analysis and ensure that payments made do not exceed amounts collected. Obtain signatures from the outlets and the Controller before forwarding to Payroll for bi-weekly payroll processing.
- Check on daily basis, to ensure all the void checks are given proper explanation and authorized by their manager. Follow up if any void checks are not properly explained or approved.
- Reconcile total credit card transactions for each day and ensure funds are transmitted to the bank. Reconcile credit cards accounts balance in general ledger balance with the bank statement. Investigate and correct any variance including chargeback's and non-payment advises received from various credit card providers. Make sure the total amounts posted to the general ledger are balancing to the total amount transmitted and deposited to bank.
- Check total amounts posted to the general ledger, against Guest Ledger, City Ledger, Reservation Deposits and Gift Certificates are balanced to the SMS Report
- Make sure all the GST, PST and any other taxes are been booked as per the Hotel Policy. Any variances are investigated and rectified
- Make sure all Guest Activities & Services (coordinated with outside contractors) revenues are split correctly according to the agreement between the hotel and the contractor, payable to balance Sheet account and hotel share to revenue account
- Investigate and make sure on daily basis, that all vouchers for rebates/ allowances are properly explained and signed by Front Office manager or assistant. Any unusual amounts must be reported to the account manager. Provide direction when required to assist other associates in completing vouchers correctly.
- On daily / monthly basis (based on Hotel fiscal Calendar year) check the revenues posted to the actual ledger are balanced to daily revenue report.
- Make sure all documents related to Revenue Journal are stored in a proper place on monthly basis.
- Conduct surprise cash counts of house fund holders on regular basis with a witness.
- Ensure that the night auditors adhere to the Night Audit checklist and income audit checklist is adhered to.
- Complete cross training as required to provide assistance/vacation coverage for other positions within the department.
- Some stress resulting from daily guest interactions (internal and external), budgetary, and time constraints
- Other job related duties may be assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Related University Degree, College Diploma or enrolled in CGA/CMA program and completed at least level 3 with 1 to 3 years' experience in a similar position such as Night Auditor, preferably from Hospitality Industry.
- Strong Computer skills, Microsoft Office (Word/Excel) and any other hospitality related software.
- Strong accounting, financial and analytical skills are essential. Performs other accounting functions as required in the Department.
- Excellent communication and organizational skills, proven team player, shows initiative, attention to detail, must be able to communicate with managers in problem solving and the ability to work independently.
- Being multi lingual is an asset.

Interested, qualified candidates are invited to submit their resume and cover letter to hshr@harrisonresort.com or facsimile at 604-796-4712.

We thank all candidates in advance for your interest in our resort; however, only those qualified candidates will be contacted.

Check us out online at www.harrisonresort.com.