

Income Auditor - Bahraini Only

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Company: Tanqeeb

Location: Bahrain

Category: business-and-financial-operations

Income Auditor (Bahraini)

If you love what you do and you are passionate about Income Audit and you work with a creative approach, we are on a look out for You to join our team!

What you will be doing:

OVERALL RESPONSIBILITY

Verifies and ascertains that all revenues of the Hotel have been properly controlled and accounted for that the work of the Night auditor and the all outlets cashiers have been correctly performed and that the cash received and reported by the General Cashier ties in with the reports submitted independently by the related departments.

SPECIFIC DUTIES AND RESPONSIBILITY

Post room charge to guest folios and balance with The Night Auditor.

Post all other charges for the day not previously posted to guest ledger.

Handles with the Front Office Cashier all the transactions during The Night Shift.

Audit guest ledger charges from food & beverages outlets and minor departments (telephone, fax, laundry, etc...) balancing same with restaurant recap sheet and other control sheets.

Prepares Front Office reports and match the figures with restaurant recap sheet.

Ascertain that the work of the all-out lets has been properly done and makes a complete verification of all departmental sales records, verifying that they are correctly noted in the Night report.

Investigates the discrepancies and correct the deficiencies indicated by the Night Staff in the Log Book.

Makes sure That the "Daily Report" and "Daily Covers Report" are issued and routed to all concerned in time.

Examines the list of arrivals to see if the room rates are correctly assigned, check if room rates changes were daily approved and applied, prepares a discrepancy report by comparing The Housekeeper room status to the rooms charged in order to discover among other

irregularities: Skippers, empty rooms blocked for sales, room sold but not reported.

Ensures that the POS System reported figures ties in with the Front Office EDP System or that the discrepancies were determined and listed for subsequent correction.

Verifies that all banquets have been properly reported by comparing the function sheet with the invoices made.

Ascertain that no restaurant checks or front office invoices are missing by controlling the numerical sequence report.

Screens the invoices to see if no manual erasures were made and scrutinizes that tips added by guests appear to be bonfire and paid to the waiters concerned.

Verifies and controls all paid out vouchers and ascertains that they are bona fide approved and properly documented.

Ascertains, that allowances and rebates are correct, justified and daily approved by The Controller and The General Manager.

Verifies with "The Credit Department" that the total amount of transfer of guest bills, banquet charges, Credit Cards and payments are in agreement with The Night Auditor Report.

Prepares Journal Vouchers for income and rebates (guest and house use).

Controls the high balances in guest ledger and takes appropriate action where needed.
Make sure strictly that no PM folio is opened in the Guest Ledger.

Completes the daily General Cashier reports controlling also receipt of checks or cash by The General Cashier.

Controls the bank deposit slip before sending it attached with the general cashier report to the Controller for signature.

Controls that appropriate booking is done for all hotel revenue.

Checks sport center membership dues and payments on a monthly basis.

Follows up on advanced payment for banquets and the proper credit for customers.

Explains and provides all needed documentation to officials during tax inspections.

Prepares employee's consumption's accounts to be deducted from payroll.

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