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Income Auditor - Bahraini Only

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Location: Bahrain

Category: business-and-financial-operations

Income Auditor (Bahraini)

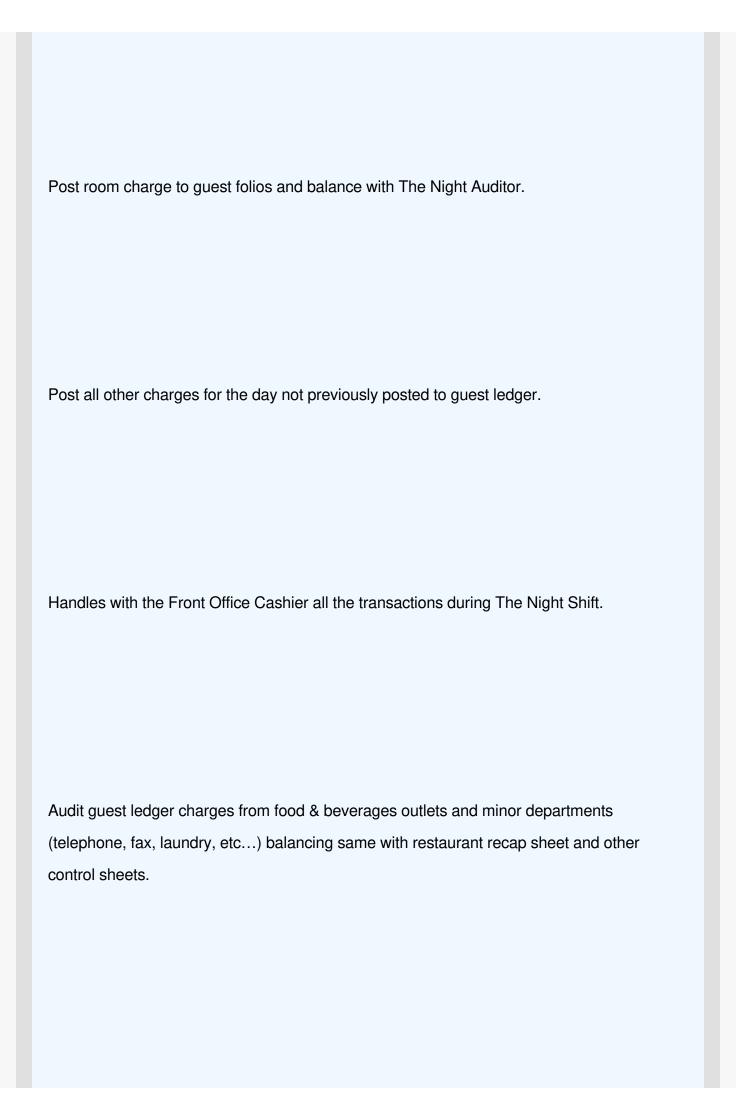
If you love what you do and you are passionate about Income Audit and you work with a creative approach, we are on a look out for You to join our team!

What you will be doing:

OVERALL RESPONSIBILITY

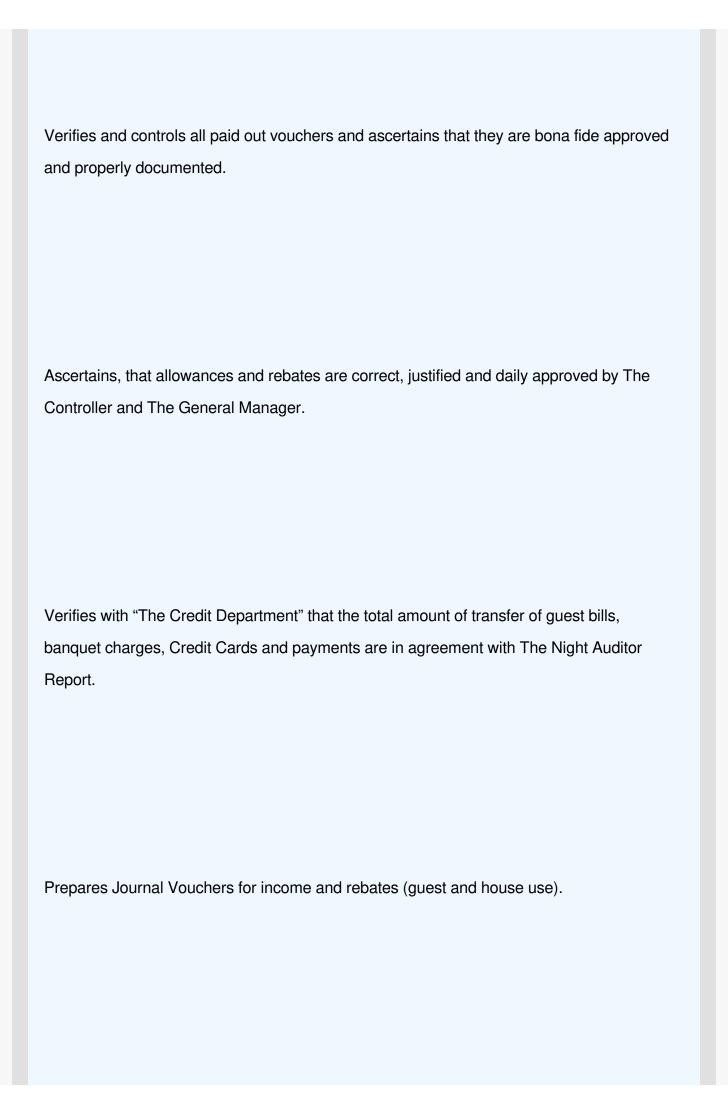
Verifies and ascertains that all revenues of the Hotel have been properly controlled and accounted for that the work of the Night auditor and the all outlets cashiers have been correctly performed and that the cash received and reported by the General Cashier ties in with the reports submitted independently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

SPECIFIC DUTIES AND RESPONSIBILITY

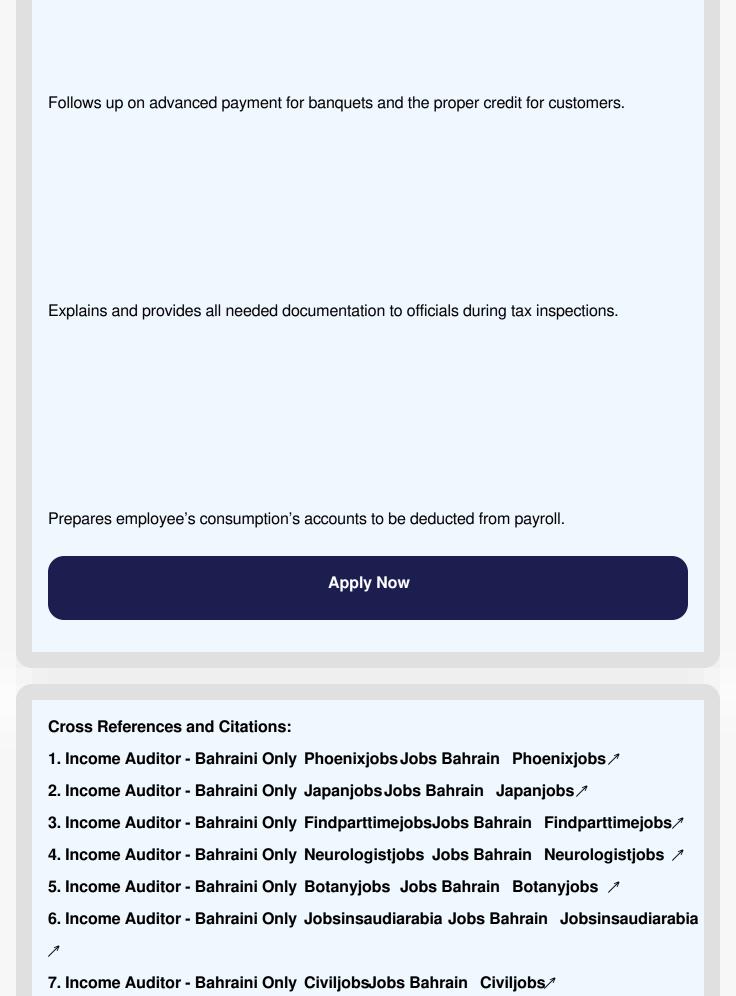


Ascertains that the work of the all-out lets has been properly done and makes a complete verification of all departmental sales records, verifying that they are correctly noted in the Night report. Investigates the discrepancies and correct the deficiencies indicated by the Night Staff in the Log Book. Makes sure That the "Daily Report" and "Daily Covers Report" are issued and routed to all concerned in time.	Prepares Front Office reports and match the figures with restaurant recap sheet.
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concerned in time.	
concerned in time.	Makes ours That the "Deily Deport" and "Deily Covers Deport" are issued and routed to all
Examines the list of arrivals to see if the room rates are correctly assigned, check if room	
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	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.	
Ascertains 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.	



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.



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