

## Income Auditor

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Company: Accor Hotels Uae

Location: dubai

Category: other-general

The job posting is outdated and position may be filled- Audit all revenue transactions for consistency, accuracy and methods used to meet hotel's standards and Accor policies and procedures.- Establish the flow information to Director of Finance in all aspects of Income Audit in the course of her/his works and which are inconsistent to the established policy and procedures of the hotel or in areas where staff discipline are lacking.- Audit all outlet reports and tally them with Opera for accuracy.- Check the discounts are in line with the approved discount matrix.- Control and reconcile the daily sales in the outlets.- Review paid-out and allowance vouchers for accuracy, proper approval and supporting documentation.- Review guest ledger balances daily and research questionable movements.- Audit the credit card transactions for accuracy. Ensure the POS details summary reports tally with Opera.- Audit charges to city ledger and credit card companies before forwarding them to the Accounts Receivable section.- Supervision of Front Desk Cashiers/Night Auditors/F&B Cashier including provision of constant trainings in relation to their daily work.- Ensure that all of the day's Banquet revenue has been recorded by checking against the function orders.- Participate in Month End Closing and pass necessary JV entries.- Prepare any report or work requested by Director of Finance.- Prepare General Cashier report and reconcile transactions with the receipt.- Audit the cash floats time to time with spot checks minimum once a month.- Prepare Daily Revenue Flash for the use of Department Heads with all necessary revenue and statistical figures for them to operate their individual profit centers effectively. Disclaimer: Drjobs.aeis only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the

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