

United Arab Emirates Jobs Expertini®

Income Auditor

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Company: AIAlamein International University

Location: dubai

Category: other-general

Job Description

Job Description Company Description Company Description We are far more than a worldwide leader. We are more than 240 000 women and men who share something unique. Each and every day we host the world. We care for millions of people. We are all moved by curiosity. We love blending cultures. We are proud of our differences Yes, we lead the way. But we want to go further, with audacity, with imagination, with passion Sofitel Dubai The Obelisk Sofitel Dubai the Obelisk is Sofitel's largest property in the Middle East. The hotel features 594 luxury guestrooms inclusive of 68 suites and 96 serviced apartments in the heart of Dubai. A variety of trendy restaurants and bars including a contemporary Asian restaurant, a Gastro Pub, a French Brasserie and Pool Bar & Lounge bring residents and patrons together to celebrate the French "Joie de Vivre". Guests have the option to unwind at the Sofitel Spa with L'Occitane and outdoor pools with private cabanas or workout in a fully-fledged fitness center. Business travelers have access to 1,589 square meter of meeting space including one state-of-the-art ballroom ideal for the most sought after social gatherings. Part of the Wafi Mall new extension and close to the iconic Raffles Dubai, Sofitel Dubai the Obelisk will infuse the brand's essence with capitalizing on a perfect balance of modernism and ancient Egypt reflective of the renowned design elements of Wafi. If you are as excited as we are about connecting hearts and showing your guest passion, join us as the next Heartist – Front Office Supervisor and help us to make Sofitel Dubai the Obelisk a truly welcoming destination!

Job Description The Position To ensure timely and accurate accountability of all daily revenues received by the Hotel; ensure compliance of operational procedures; maintain

subsidiary records of various General Ledger Accounts to provide detailed analysis for audit and tax purposes.

Key Roles & Responsibilities

Verifying, monitoring, and reviewing all hotel revenue reports and night audit reports. Ensuring that daily revenues and settlements are in balance. Summarizing revenue and settlement information in a Journal Entry format associated with the proper back office chart of account numbers and descriptions. Must have a commitment to follow all local corporate policies and procedures as they relate to Income Audit. Must work in a safe, prudent, and organized manner. Prepare and ensure Daily Flash Report is timely and accurate as per policy. Ensure that banquet department's revenue postings are correct by reconciling the banquet "Event short list" report which is provided by the Banquets manager on a daily basis. Follow-up on errors and discrepancies. Verify the balance of all interface postings to ensure all revenues have been posted. Verify and/or reconcile all revenue centers as reported in the Income journal daily. Review housekeeping discrepancy reports and file in the daily operations package. Review and balance rebates, paid outs and miscellaneous charges to the PMS. Ensure all miscellaneous/allowance/paid/house charges are approved and complete with adequate explanations. Review F&B voids to verify authorization and adequate back up information. F&B void reports to be filed in the daily operations package. Verify all negative postings, all rate variances, and all F&B Discount reports. Negative posting report should be filed in the daily operations package. Prepare extension wise telephone reports and submit to all departments to review. Make sure all departments return the checked reports. Ensure that all credit card transactions are recorded correctly and payments are allocated using the corporate reconciliation template. Handling of credit card reconciliation discrepancies in a timely manner. Handling promptly all guest issues and disputes, including credit card inquiries and charge backs. Make the appropriate corrections as required after obtaining the Director of Finance's approval. Review of No-Show reports and to ensure that all "chargeable" No Shows has been charged. No show report is retained with the daily operations package. Review foreign currency rate changes for accuracy and file in daily operations package. Prepare and maintain: To ensure comp & entertainment checks are properly accounted for and name of guest and purpose of entertainment are indicated. Ensure sale of gift certificates is properly accounted for and utilization of gift vouchers is administered accurately. To assist the General Cashier in performing surprise float counts. Completing various reports as required by management depending on the needs of the hotel operations. Completing various other tasks and duties as required by management.

Qualifications

PERSONAL ATTRIBUTES Must be

willing to work a flexible schedule in order to accomplish all major responsibilities and tasks. Oral and written fluency in English Physically fit Neat appearance Displays initiative and good follow-up skills Team player Customer/people oriented Qualifications Diploma in Accountancy or equivalent. Good knowledge of OPERA, MICROS, & cashiering functions. Experience Minimum of 2 -3 years experience with at least 1 year experience in a similar capacity in a hotel

Job Requirements
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