

Income Auditor Jobs in Dubai UAE 2023 | SOFITEL Careers

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Description:

Understand thoroughly ACCOR objectives in Income Audit as to:

Provide an effective auditing system for all hotel revenues and receipts

Provide detail analysis for as and when required for various people in the Accounting and Cost Control.

Produce 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.

Responsible for the verification of all income related documents.

Will be responsible for the Night Auditor job responsibility

Establish a system of monitoring the data input by operation level personnel

To audit charges to city ledger and credit card companies before forwarding them to the Accounts Receivable section.

Job Responsibilities:

Assist in the training of subordinates as part of the effort to build an efficient team and to take an active interest in their individual development and welfare.

Be thoroughly familiar with the duties and responsibilities of the Front Office (cashiering

function) and Food & Beverage (cashiering function) and be able to train them up to the standards required.

Assist in carrying out quarterly, bi-yearly, yearly inventory of operating equipment.

Responsible for the verification of all income related documents.

#J-18808-Ljbffr

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