**JOB TITLE**  
Night Auditor

**JOB ID**  
17048

**OPEN DATE**  
11/15/2019

**LOCATION**  
Milpitas

**HOURS/WEEEK**  
40

**SALARY**  
$17.10 - $DOE

**WORKDAYS**  
Saturday-Sunday

**SHIFT/HOURS**  
Varies

**REQUIRED FOR POSITION**  
Drug Screen, Background Check

**REQUIRED EDUCATION**  
High School Diploma/GED

**JOB DESCRIPTION**

Job Summary

- Check figures, postings, and documents for accuracy.
- Record, store, access, and/or analyze computerized financial information.
- Control and secure cash and cash equivalents for property according to cash handling policy and procedures.
- Organize, secure, and maintain all files and records in accordance with document retention and confidentiality policies and procedures.
- Prepare, maintain, and distribute statistical, financial, accounting, auditing, or payroll reports and tables.
- Audit statistical, financial, accounting, auditing, or payroll reports and tables.
- Audit and reconcile all revenue postings.
- Follow all company safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; maintain awareness of undesirable persons on property premises.
- Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets; protect the privacy and security of guests and coworkers.
- Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation.
- Speak with others using clear and professional language; prepare and review written documents accurately and completely; answer telephones using appropriate etiquette.
- Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees.
- Comply with quality assurance expectations and standards.
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance.
- Perform other reasonable job duties as requested by Supervisors.

**3 TO 5 KEY SKILL SETS REQUIRED**
- Must be flexible in hours and days worked.
- Must be able to stand for long periods of time.
- Must be able to lift 25 – 50 lbs. and carry up to 10 lbs.
- Must have sound judgment and discretionary skills and be able to work with little or no supervision.
- Must be proficient in the use of common Windows-based computer programs, including Microsoft Word and Excel.

This role requires compliance with quality assurance expectations and standards. You may be required to stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.
-APPLICANT MUST APPLY ONLINE FIRST-