



POSTED: May 17th, 2024

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION:	Night Auditor
DEPARTMENT:	Hotel
LOCATION:	Resort
SUPERVISOR:	Hotel Manager
EMPLOYMENT:	Full-Time
PAY RATE:	\$16.00 - \$19.00/hour (Non-Exempt)
LICENSE STATUS:	Key-Employee

JOB DESCRIPTION:

The Night Auditor is responsible for greeting and registering guests, providing outstanding guest service during their stay, and settling the guest's account upon completion of their stay on night shift.

RESPONSIBILITIES:

- Provide excellent guest service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Hotel Department Policy and Procedure Manual.
- Maintain a high level of professional appearance for self and environment.
- Complete required reports of the Night Auditor position.
- Registering guests and reconciling guests' accounts.

- Responsible for accurate handling of monies including ensuring accuracy of money in, money out of cash bank.
- Making and modifying reservations.
- Maintain a friendly and approachable attitude towards guests and fellow employees.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- Due to the dynamic Casino environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

- Must have a High School diploma or G.E.D.
- Must be computer literate.
- Must be able to work flexible hours.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- Excellent customer service skills.
- Must have excellent work record.
- Must have strong interpersonal and communication skills.

WORKING CONDITIONS:

- Working conditions sedentary work with prolonged walking and standing.
- Ability to lift 50 pounds at times.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

Date Approved by LVD Gaming Commission: 05/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.

Northern Waters Casino Resort

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Sign _____ Date _____