

POSITION DESCRIPTION

JOB TITLE: Revenue Auditor
DEPARTMENT: Accounting
REPORTS TO: Hotel Controller or Designate

ESSENTIAL PURPOSE: To complete the audit process in order to provide timely and accurate financial information to hotel executive management.

ESSENTIAL DUTIES:

- To generate and distribute Daily Volume and Statistic reports, on a daily basis.
- To daily review and follow-up findings and commentary left by the previous night's auditor, and serve as liaison between the Night Auditor, Lanmark, and Accounting.
- To follow all specified procedures to generate and distribute routine audit documentation, including daily and monthly revenue journal entries; Daily Volume and Statistics reports; daily audit reports; daily Activity Report; month-end travel agent check entries; weekly Golf Play Report and outstanding check lists.
- To accurately maintain the house account for Gift Certificates.
- To generate travel agent checks on a weekly basis.
- To follow all specified procedures to prepare and input daily transmittals.
- To ensure the orderliness and accessibility of Final, Profit Center, Room, and Tax reports.
- To process and distribute mail on a daily basis.
- To maintain the order and safety of the 800 (archives) building and off site storage, and serve as liaison between Surf & Sand Resort and any outside records retention company.
- To prepare analytical reports and forecasts, as requested.
- To assist, as directed, with month-end inventories.

- To follow all specified procedures to correctly handle cash.
- To understand and respond to all customer needs and requests in a timely and professional manner.
- To follow all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.
- To comply with company and departmental safety rules and regulations, including the proper handling of all relevant equipment and machinery.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: High school diploma or equivalent required. English fluency required. Must have minimum one year experience in accounting. Strong computer and math skills required. Must know ten key by touch. Good basic typing skills required. Valid California driver's license required. Proof of personal automobile insurance coverage required. Hotel experience preferred.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Diplomatic and calm. Strong verbal and written communications skills. Courteous, friendly, and professional manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

WORKING CONDITIONS: Works indoors throughout shift in temperature-controlled, clean, and well-lighted office. Bi-level structures. Extended facility.

PHYSICAL DEMANDS: Stands/walks approximately 30% of shift. Sits at desk approximately 70% of shift. Uses personal computer approximately 25% of shift. Bends and reaches to perform routine job tasks. Frequent use of stairs, daily. Occasionally required to handle and move objects weighing up to 70 lbs. over short to moderate distances, using appropriate hand trucks and carts. Requires extensive reading and computation.

IMPACT OF DECISION: Decisions directly impact customer relations, and the accuracy of hotel accounts, affecting bottom line profitability and the hotel's ability to control cash flow. Poor decisions

may result in customer dissatisfaction and loss of revenues, due to lack of follow through, inaccurate or inefficient work, unsafe work practices, or improperly handled customer service situations.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered At will. @ This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature

Date: _____

Supervisor signature

Date: _____