

## P O S I T I O N   D E S C R I P T I O N

**Position Title:** Night Auditor

**Department:**

**Sub-Department:**

**Reports To:** Chief Purser

**Direct Reports:** N/A

### Position Summary

The Night Auditor is responsible for overseeing all hotel areas during the night hours, ensuring regular operation, and handling any problems or issues that occur.

### Essential Duties and Responsibilities

#### Operational

- Audit daily transactions in Micros/Info genesis (according to vessel) and TTG systems, or RESCO if applicable.
- Process credit card authorizations within 24 hours of embarkation.
- Advise guests of declined transactions, keeping the Chief Purser informed of any potential problems.
- Ensure that all guests have registered a method of payment for onboard account.
- Process and print interim and final guest statements, ensuring delivery to the cabins through housekeeping staff.
- Ensure that all non-credit card accounts are settled prior to guest disembarkation.
- Co-ordinate with Chief Purser with regard to promissory notes.
- Transmit interim and final credit card file to card processor.
- Ensure that the total processed is the same as the expected sum based on onboard account total.
- Responsible for nightly casino count.
- Supervise guest relations desk at night, assisting night receptionist with any problems that arise during the nighttime hours.
- Monitor Master Account checks on a nightly basis.
- Liaises with bar department on any discrepancies.
- Reconcile Master Account checks on cruise-by-cruise basis.
- Assure safekeeping of guest credit card slips.
- Collect and collate all slips by surname.
- Separate all Bar/Restaurant checks on nightly basis, sorting and filling by deck number and department.
- Liaise with the IT Dept that the ATH and STL Files are sent, and received, in an accurate manner.
- Monitor NBL, BDL and DSP on nightly basis.
- Informs Chief Purser of any discrepancies.
- Other Duties as assigned by Chief Purser.

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### **Training & Development**

- Attend all meetings, training activities or classes related to assigned position as required.

### **Financial**

- N/A

### **Safety Responsibilities**

- Maintain a safe and sanitary environment for all guests and crew members.
- Follow proper procedures and instructions at all times to prevent damage of any kind to ship or company property.
- Know and comply with Shipsan, the European sanitation program, and United States Public Health Rules and Regulations pertaining to assigned working area.
- Participate in safety drills as required.
- Comply with Marella Cruises' Safety and Pollution Prevention Program
- Comply with Marella Cruises' Operating Procedures Resources.

### **Other Duties and Responsibilities**

- As assigned

## **Qualifications**

### **Knowledge, experience, skill, and/or ability**

#### Required

- Fluent in written and spoken English,
- Must be able to communicate effectively with the senior management.
- Ability to lead and make decisions.
- Good administrative skills.
- Experienced in coaching subordinates.
- Must be cost and quality conscious.
- Must adhere to specific scheduled work hours, yet be flexible if circumstances require it.
- Work with international team members.
- Perform assigned duties under pressure (time constraints).

#### Preferred

- Fluency in additional language(s)

### **Required computer skills**

- Knowledge of Microsoft programs to include but not limited to, Outlook, Word, Excel, and Power Point
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### **Education/experience/certifications**

- High School education or better.
- Minimum of three years accounting related experience on land or on ships.
- Equivalent combination of education and experience.

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**Other Skills:**

- Knowledge of general office practices, procedures and equipment.
- Ability to prioritize tasks and work independently.
- Strong organizational, interpersonal and communication skills.
- Ability to interact with senior-level management and owner representatives.

**Math Ability:**

- Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**Work Environment & Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required to
  - Stand
  - Use hands to finger, handle, or feel;
  - Reach with hands and arms;
  - Talk or hear and smell.
- The employee must be able to lift or move up to 55 pounds (25 kilograms) without assistance.

**Vision Requirements:**

- Ability to adjust focus, depth perception, peripheral vision, distance vision and close vision and to be able to otherwise perform the essential functions of the job in a manner that does not present danger to the employee or others with or without a reasonable accommodation.

I have read and discussed the above and fully understand the description of my job and agree to abide by this description of my duties as outlined before. This Job Description should be considered as guideline and may be adjusted for the smooth operation of the ship's board operation.

**Signatures**

\_\_\_\_\_  
Assignor's Signature

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Assignee's Signature

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