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**The Delta Hotels by Marriott Grand Okanagan Resort, located at 1310 Water St, Kelowna, British Columbia, V1Y9P3 is currently hiring a Night Auditor.**

**Responsibilities include:**

     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.

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*So, we ask, where will your journey take you?*

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*Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.*

***Notification to Applicants:*** *Delta Hotels Grand Okanagan Resort takes seriously its obligations under the applicable provincial legislation and will provide accommodations to job applicants needing assistance.  If you require an accommodation in relation to this job posting, our online application or an interview, please call 905-366-5227 or email* [*CanadaApplicationAccommodation@marriott.com*](mailto:CanadaApplicationAccommodation@marriott.com) *and a member of our Human Resources team will respond to your request.  Please note that this phone number and email are only for those individuals who would like to request an accessibility accommodation as part of the recruiting process.*