Career Opportunity

Open date: November 2026
Close date: December 10, 2026

Title	Night Auditor
Wages	$20.00 - $22.00 / Hour
Job Types	Full Time / Permanent
Schedule	Shift (Holiday, Night, Weekdays/Weekends as needed)
Department	Hotel
Report to	Hotel Business Development Manager

Position Summary:

We are seeking a dedicated Night Auditor to join our hospitality team. The Night Auditor plays a vital role in ensuring smooth overnight operations, providing exceptional guest services, and maintaining the security and accuracy of financial transactions. This position offers an opportunity to work in a dynamic hotel environment, supporting guest needs during the late-night hours while ensuring the integrity of daily financial reports.

Key Accountability:

- Reconciles daily records by sorting, organizing and verifying activity records, identifies, researches and corrects discrepancies
- Posts daily activity by allocating activity to proper accounts; enters new activity and settlements; balances accounts; monitors account codes; writes correcting journal entries
- Prepares daily audit reports by collecting and summarizing activity, settlement and discrepancy data and trends; proofs and distributes reports
- Protects assets by adhering to internal control policies and guidelines
- Maintains computer system by monitoring system performance; troubleshoots breakdowns; calls for repair; resets system for next day
- Registers guests, verify pre-registrations, assigns rooms, obtains information and signatures; issues door cards; verifies credit cards; provide directions to rooms
- Assist guests with their needs, including room service, during the shift.
- Posts daily rooms and outstanding charges
- Balances all revenue totals of cash and credit against revenue reports; prepares credit and cash summaries and posts to ledger accounts
- Manages telephone messages, calls and faxes for guests; manages incoming mail, packages, baggage, freight and other guest items
- Inform guests of hotel policies and procedures; responds to guest's questions and concerns
- Manages cashier's duties as required.
- Prepares guest bills, explains charges and posts charges to guests' accounts
- Prepares city ledger billing to accounts
- Manage other initiatives or duties as required

Education and Qualification Requirements

- Previous experience in hotel front desk operations or hospitality is preferred. Minimum 2 to 3 years of experience in Night Audit
- Strong customer service skills with a friendly and professional demeanor.
- Excellent phone etiquette and communication skills.
- Excellent computer literacy in MS Office
- Multilingual or bilingual abilities are a plus to assist diverse guests.
- Familiarity with multi-line phone systems and guest service software is advantageous.
- Ability to work independently during night shifts with minimal supervision.
- Flexibility to work overnight hours, including weekends and holidays as needed. This role is ideal for individuals passionate about hospitality who thrive in a fast-paced environment, delivering memorable guest experiences while maintaining operational excellence during overnight hours.
- First Nation experience an asset
- Other language assets
- Criminal Record Clearance mandatory

Special Working Conditions

The Company is committed to sound internal control policies and practices. Every team member will follow the internal control practices required of their position and department. Every team member will follow and support the Core Values, Mission and Guiding Principles of the Stoney Nakoda Resort.

Compliance Requirements

- Every team member must comply with all requirements of the corporate policies
- Every team member will be familiar with the business process of documentation and internal control objectives related to their position, and how their job description aligns with specific internal control activities for which they are responsible.
- Adhering to all company and regulatory policies as they relate to functions of the position.

Ability to commute/relocate

- Kananaskis, AB: reliably commute or plan to relocate before starting work (preferred)

Benefits:

- Group Benefits including:
  - Dental care
  - Extended health care
  - Life insurance
- Flexible Schedule
- On-site parking
- Tuition Reimbursement
- Staff Food Discount

Please submit resume to:
By email at careers@stoneynakodaresort.com, in person at 888 Nakoda Way, Kananaskis, AB or check out our Website at https://www.stoneynakodaresort.com/careers