



Night Auditor

About Us

Kokanee Springs Resort is an iconic, bucket-list-worthy destination featuring one of the finest golf courses in British Columbia since 1968. The course-side luxury villas, the 60-room lodge and the new RV Park at Kokanee Springs offer a mixture of casual elegance and affordable relaxation for those desiring mountain-side peace and tranquillity. The resort's restaurant, REFRESH Kitchen & Bar, serves up innovative casual cuisine to suit a variety of tastes.

Summary

Your primary responsibilities will be to balance and consolidate all departments' daily revenue, create the reports, and send those off to department managers. You will also be expected to serve our guests when needed, ensuring each one has a great experience. You enjoy working through the nights (10 pm-6 am), believe in championing a fun and safe work environment, and consistently provide exceptional customer service skills while maintaining impeccable professionalism.

We are currently on the hunt for Night Auditors for our 2025 Season!

Successful Candidates will possess the following:

- High School Diploma, G.E.D. or equivalent
- Strong working knowledge of accounting practices and principles
- High Level of Ethics & Integrity
- (2) years of experience as a Hotel Night Auditor preferred but not necessary
- Completion of a two-year apprenticeship program, or a college program in front desk operations or hotel management - preferred but not necessary
- Experienced in customer service and people management
- Strong working knowledge of hospitality industry principles, methods, practices, and techniques
- Able to effectively communicate both verbally and in writing
- High Proficiency using MS Office package, Word, Outlook & Excel spreadsheets
- Ability to work alone with little or no supervision.
- Able to work "Night Shift" 10:00 pm – 6:00 am

Benefits of working here:

- Free Golf
- Discounts on food at the on-site restaurant, REFRESH Kitchen & Bar
- Discounts at the Pro Shop
- Family & Friends discounts in the Lodge
- On-site Staff Accommodation available

- Rural location in a valley surrounded by mountains
- Walking distance to Kootenay Lake
- Wildlife is abundant here, so sightings are promised

Wage: starting at \$18.50 per hour

To apply:

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Website www.kokaneesprings.com