

## **Night Auditor**

Keltic Lodge is a historic resort located in the heart of the magnificent Cape Breton Highlands National Park, proudly overlooking the Atlantic Ocean. Home to the #5 Golf Course in Canada and part of the Golf North family, we truly are a premier destination for hospitality, golf, and relaxation. Just 2 hours from Sydney, NS, and a 5-hour drive from Halifax, the resort has been welcoming guests to Cape Breton, Nova Scotia since July 1940.

We are seeking a detail-oriented, reliable, and independent professional to join us as a Night Auditor. In this role, you are responsible for the "End of Day" financial processing, balancing the resort's daily accounts, and preparing the property for the next business day. When you aren't crunching numbers, you are the welcoming face for late arrivals and the calm responder to any overnight guest needs or emergencies. If you are passionate about providing world-class guest service and thrive in a fast-paced, scenic environment, we offer the unique opportunity to live, work, and grow within Canada's largest multi-course golf operator. We are seeking committed, enthusiastic team members ready to contribute to another successful season of memorable experiences for our guests.

### **What we offer:**

- Competitive wages
- Staff golf at Cape Breton Highlands Links, subsidized staff accommodations, staff discounts on branded merchandise and select local attractions
- Family and Friends rates
- Training and development to support personal & professional growth
- Career advancement opportunities within the company
- Live and work in the stunning Cape Breton Highlands with a team of like-minded professionals.

### **Essential duties include, but are not limited to:**

- Audit, balance, and consolidate departmental receipts (Dining, Golf, Front Desk). Verify that all credit card transactions and room charges are accurate.
- Execute the Property Management System (PMS) end-of-day routine, ensuring all data is backed up and daily reports are generated for the management team.
- Handle late-night check-ins and early-morning check-outs with a high degree of professionalism. Respond to guest inquiries and resolve any overnight issues.
- Prepare and distribute the "Manager's Report," highlighting occupancy, revenue, and any significant incidents that occurred during the shift.
- Conduct regular "property walks" to ensure the resort is secure. Act as the primary emergency contact overnight, following fire and safety protocols if necessary.
- Log any non-urgent maintenance issues discovered overnight into the system for the maintenance team to address first thing in the morning.
- Complying with the Occupational Health & Safety Act and GolfNorth Health & Safety program.

#### **Qualifications:**

- Previous experience in hotel front desk or accounting/bookkeeping is preferred.
- Strong comfort level with numbers, balancing ledgers, and basic accounting principles.
- Ability to work alone effectively with minimal supervision during the overnight hours.
- A calm, decisive nature—able to handle unexpected situations (like power outages or guest medical needs) independently.
- Proficiency in Microsoft Excel and experience with Hotel PMS (e.g., Opera, Maestro).
- Ability to remain on your feet for extended periods and assist with guest luggage if necessary.

#### **Language Requirements:**

- **Fluency in English** (written and verbal) is required for all positions to ensure effective communication across the resort.
- **Proficiency in French** or other languages (e.g., German, Spanish, Mandarin) is considered a **significant asset** for customer-facing roles.

#### **Working Conditions:**

- Bending, balance, lifting (up to 30 lbs.), extended periods of standing
- Ability to remain on your feet for extended periods.

**Application question(s):**

- Would you be able to reliably commute to Ingonish Beach, NS B0C 1L0 for this job? If you are unable to reliably commute, are you planning to relocate?
- If No to the above, do you require housing accommodations?

**Visa Requirements:** Must be legally authorized to work in Canada. The hotel is unable to assist candidates in obtaining Canadian work authorization.

**To Apply:**

Please submit your resume and cover letter to [careers@kelticlodge.ca](mailto:careers@kelticlodge.ca)